

ACE POLICIES

(Accelerated Certification Program)

ACE students will follow the existing policies of the Teacher Education ADMISSIONS process, (COE website) and guidelines of the Office of Clinical Experiences unless otherwise stated in the following ACE policies.

1. **Transfer from ACE program into the tradition program:** Students admitted into the ACE program and wishing to transfer from the ACE program into the traditional program are subject to a review of the **admissions committee**.
2. **ACE acceptance deadlines:** April will be the deadline for taking the MTTC Basic Skills test for students applying for the fall ACE program.
3. **ACE Acceptance:** Official acceptance into the ACE program **requires following the traditional program process** (apply to the university, apply to Teacher Education Program, successful interview, pass MTTC, apply to Student Teach) **and a successful placement**. Before beginning the application process, ACE applicants must attend an ACE Certification Seminar, and meet with a COE advisor to develop a course of study.
4. **The student teaching calendar:** The student teaching calendar for the ACE program **begins with the start of the school year and ends with the completion of the winter semester**. Student Teachers follow the host school calendar for student teaching. Persons wishing to complete the Special Education Program will require additional time.
5. **Classes during student teaching:** **ACE student teachers will take ACE program classes during student teaching**. Permission of the Director of Clinical Experiences is required to take classes other than ACE program classes.
6. **Substitute teaching:** ACE students must register with their assigned district to **substitute teach and accept a substitute teaching assignment when asked by their building administrator (or designee) and may be paid up to 40 days per year**. (Based on the ACE substitute guidelines.)
7. **Failing (lower than a grade of C) a class in the ACE program:** Any **ACE class failed will result in removal from the ACE program**. (This includes all professional courses.) A successful student teaching experience is required to complete the ACE program and be recommended for certification.
8. **Unsuccessful placement:** **A Student Teacher removed from any student teaching experience will be governed under the Clinical Experiences policies of traditional Student Teachers**. (As stated on the Clinical Experiences website under Student Teaching Grading Policy.)
9. **Passing subject area MTTC:** It is recommended that MTTC content major and minor(s) area tests be taken early (fall semester or before) so students allow themselves enough time to pass or retake the tests if necessary. Certification can't be applied for until tests are successfully completed.
10. **Unit (thematic/content specific):** All elementary and secondary ACE student teachers are required to complete a thematic unit as agreed to by the Cooperating Teacher, student and ACE methods professor. This will include a minimum of ten lessons, usually completed during winter semester. There will be no substitute teaching during the time the unit is being taught.

11. **Required ACE classes:** Elementary ACE students will take Foundations of Teacher Education, Methods of Teaching Children's Literature K-8, Methods of Teaching in the Arts: K-8, Methods of Teaching Mathematics, Methods of Teaching Reading: K-8, Methods of Teaching Science, Methods of Teaching Social Studies: K-8, Physical Education for the Classroom Teacher, Student Teaching Seminar: K-8, Student Teaching: K-8, Teaching and Managing the Diverse Classroom: K-8, Teaching the Art of Writing, and Technology in Education.

Secondary ACE students will take Classroom Climate in Middle and Secondary Schools, Foundations of Teacher Education, Middle/Secondary Curriculum Development, Middle/Secondary Pedagogical Theory, Reading in the Content Areas, Secondary Student Teaching, Seminar in Secondary Teaching, and Technology in the Classroom.

Special Education classes: See ACE program in Course Catalog for listing of Special Education classes.

12. **Participation in host school functions:** Whenever possible, ACE students are encouraged to attend and participate in school functions beyond the school day as long as it doesn't conflict with their ACE class schedule. They are strongly encouraged to attend parent teacher conferences and open houses as well as participate in the setting up of the classroom at the start of school and **must** be present on the first day of school.

13. **Absences:** The Student Teacher will be given an attendance form and required to maintain an attendance record. They are expected to be in their student teaching assignment unless there are extreme circumstances of illness or bereavement. If an ACE student must be absent, he or she must contact the Cooperating Teacher and University Supervisor before school. If a student misses more than a couple days a semester, they will be required to make them up at the end of the year. Documentation may be required for an extended absence. The attendance form must be kept in their Student Teacher's notebook.

14. **SMEA (Student Michigan Education Association):** It is mandatory that ACE students join SMEA (<http://www.svsu.edu/clubs/smea> or <http://www.me.org/smea>). It is suggested that Student Teachers join other professional organizations that support their teaching subject.

SVSU will provide reasonable accommodations for those persons with disabilities. Individuals who wish accommodations should contact the University Conference and Events Center at 964-4348 at least three days prior to the event. SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or veteran status in the provision of education, employment and other services.

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