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### **GENERAL:**

#### **When does the TEACH Program start?**

The TEACH Program begins the first week of June each year with Orientation/Registration the Saturday before. Candidates can only start the program with the Summer session. You *cannot* start the program in the Fall or Spring.

#### **How does the TEACH Program work?**

The TEACH Program is a 12-month program. The Summer session (9 hours) begins the first week of June and continues for six weeks, Monday through Friday, from 8:30am to 2:30pm. Five of these six weeks are spent on the Louisiana College campus for lectures. Approximately four days of the six weeks is spent in the schools doing Field Observations. Field Observation forms are online below the TEACH 2009 Application and hours can be completed before you start the program. At the end of these six weeks, you are eligible for a Practitioner One License (PL1).

The Fall session (6 hours) begins in August. You must be teaching full-time in a state approved school. You will be observed by an assigned mentor from Louisiana College throughout the semester. You must also attend Saturday Seminar Classes once a month. (The dates of Saturday classes are announced during the Summer session.)

The Spring session (6 hours) begins in January and follows the same format as the Fall session. At the end of the three sessions, if you have successfully completed all coursework, passed the PRAXIS PLT, paid all tuition and fees, and completed the Level One Teaching Certificate application and fee, then you are eligible to apply for your Level One Teaching Certificate.

#### **What are the dates of the TEACH Program?**

These following dates show the general format of the program. The exact dates are tentative and subject to change:

May 30, 2009

Registration/Orientation 8:00-10:00am

Summer Session Begins 10:00am-4:00pm

June 1-July 10, 2009

Summer Session, M-F, 8:30-2:30

August 2009-May 2010

Internship in schools

Saturday Seminar Classes meet one Saturday per month  
(Fall and Spring Sessions)

**Is coursework available through correspondence or internet classes?**

At this time, courses are not available through correspondence or the internet. All lectures and seminar classes are held in Pineville on the Louisiana College campus unless otherwise indicated by the instructor. Some components of the courses may be assigned for completion away from campus and will be submitted via Blackboard.

**Does the TEACH Program serve my parish?**

Yes. The Louisiana College TEACH Program serves all areas in which we can provide a qualified mentor to come and observe you in the classroom.

**EMPLOYMENT:**

**Do I have to have a teaching position to start the TEACH Program?**

No. You can start the Summer session without having secured a teaching position for the upcoming school year. However, you are required to have a position before August 1. If you do not have a position by the first Fall Saturday Seminar class in August, you will be dropped from the program.

**Can I teach at a private school?**

Yes. If the private school is a state approved school, it is acceptable for you to teach there for your internship. To find out if your private school qualifies as an approved school, go to the following link: <http://www.louisianaschools.net/lde/directory/1758.html>

**Does my school qualify as an approved school?**

All public schools are approved, state accredited schools. To find out if your private school qualifies as an approved school, go to the following link: <http://www.louisianaschools.net/lde/directory/1758.html>

**TUITION:**

**How much does the TEACH Program cost?**

The tuition cost of the TEACH 2009 Program is as follows:

*Summer Charges:*

Tuition (\$325/hour x 9 hours)	\$2,925
Course Fee	20
Utility Fee	45
Matriculation Fee	<u>70</u>
TOTAL CHARGES	\$3060
Less Scholarship (all candidates)	<u>-1010</u>
NET TUITION AND FEES	\$2050

*Fall Charges:*

Tuition (\$325/hour x 6 hours)	\$1,950
Course Fee	25
Utility Fee	75
Matriculation Fee	<u>190</u>
TOTAL CHARGES	\$2,240
Less Scholarship (all candidates)	<u>- 670</u>
NET TUITION AND FEES	\$1,570

*Spring Charges:*

Tuition (\$325/hour x 6 hours)	\$1,950
Course Fee	25
Utility Fee	75
Matriculation Fee	<u>190</u>
TOTAL CHARGES	\$2,240
Less Scholarship (all candidates)	<u>- 670</u>
NET TUITION AND FEES	\$1,570

Please allow for the cost of textbooks (approximately \$100) and housing costs if you will be staying on campus during the summer session (\$75 per week, with first two weeks payment due at registration).

**When is tuition due?**

Tuition is due at registration, **no exceptions!** You must have a payment plan, loan, tuition exemption or tuition reimbursement, or other payment options in place and provide documentation at registration.

**What kinds of financial assistance are available?**

Financial assistance is available from various institutions with processes outside of Louisiana College's control. Therefore, it is imperative that early attention is given by you, the candidate, to the following applicable processes so that your finances are in place ***before registration***:

- **Tuition Exemption/Reimbursement** may be available through the school parish where you teach. You must contact your parish for appropriate paperwork and deadlines for submission to the personnel office.
- **Payment plan** with [www.TuitionPay.com](http://www.TuitionPay.com) available. Sign up by May 1 for summer payment plan and August 1 for fall and spring payment plan. (Contact the Louisiana College Business Office at 318-487-7616 with questions regarding Tuition Pay or Parish Tuition Exemption/Reimbursement.)
- **TEACH GRANT**: Funding for high need fields and/or area of teacher shortage per federal and state guidelines. Get the facts at <https://teach-ats.ed.gov/ats/images/gen/factsheet.pdf> and [www.mappingyourfuture.org](http://www.mappingyourfuture.org).
- **FAFSA** forms should be completed and submitted in January or as soon as possible thereafter. Go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to complete this form. You will indicate interest in the TEACH Grant at this site.
- **Federal Student Loans** through government programs or **Personal Loan** from financial institution. (Contact our Financial Aid Office at 318-487-7386 with questions regarding Student Loans, FAFSA, or the TEACH Grant.)

**Am I eligible for financial aid?**

All participants automatically receive an LC scholarship. The remainder of the cost comes out-of-pocket or through whatever means you establish.

The TEACH Grant is a federal grant that was made available in 2008 to teachers in high need areas. To find out more information regarding the TEACH Grant go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and look for the TEACH Grant.

You can apply for education loans through the Louisiana College Financial Aid Office. You can contact Financial Aid at (318) 487-7386.

One loan program you might be interested in is a HELP TEACHERS loan through the Louisiana Education Loan Authority or LELA. You can contact LELA at (800) 228-4755 or [www.lela.org](http://www.lela.org).

### **Can I set up a Payment Plan with Louisiana College?**

The Louisiana College Business Office does not offer payment plans. We use an outside source called Tuition Pay. Candidates can sign up for Tuition Pay at the following website: [www.TuitionPayEnroll.com](http://www.TuitionPayEnroll.com) or call 800-635-0120 by *May 1st*. Contact Bonnie White in the LC business office for more information at (318) 487-7452 or [bwhite@lacollege.edu](mailto:bwhite@lacollege.edu).

### **How can I receive Tuition Exemption or Tuition Reimbursement?**

You will need to check with your parish school board to obtain the proper paperwork and signatures prior to the semester in which you are seeking funds.

### **How much is the Tuition Exemption or Tuition Reimbursement?**

You will need to check with your respective parish school board. The amount is subject to change each year due to state funding procedures.

## **APPLICATION:**

### **How do I apply to the TEACH Program?**

The TEACH 2009 Program Application is available at the following link: <http://www.lacollege.edu/education/TEACH%202009%20Application.pdf>. You can print it, fill it out, and mail it to the address at the bottom of the third page of the application.

### **I don't have my immunization records. What do I do with the Proof of Immunization form?**

You still need to submit the form by completing the top section of the form titled "STUDENT MUST COMPLETE THIS SECTION." Then, **skip down** to the third section titled "REQUEST FOR EXEMPTION" and complete it as instructed.

### **What transcripts do I have to submit?**

You must submit *official, sealed in original envelope*, transcripts from all colleges you have attended. Any degrees conferred must be listed with the date of completion and cumulative GPA. The only exception is if you are already teaching on a temporary license and the state has your official transcripts. In this case only are copies of transcripts accepted.

### **I am teaching with a TAT/PL2/or other temporary teaching license. Do I need to submit official college transcripts?**

No. The State Department of Education will already have your official transcripts. You will need to submit copies so that we can verify your degree and GPA. However, if you plan on completing your Master of Arts in Teaching degree, official transcripts are required because you are part of a degree seeking program.

### **Can I submit photocopies of my transcripts?**

You can only submit copies of your transcripts if you are already teaching on a temporary license and the state has your official transcripts. In this case only are copies of transcripts accepted. We will need copies to verify GPA and degree.

### **Can I submit photocopies of my PRAXIS/ACT/SAT scores?**

No. You should submit official score reports unless instructed otherwise.

### **How do I submit official test scores?**

To make sure that our department and the State Department of Education receive your official PRAXIS scores, enter your Social Security Number and list Louisiana College and Louisiana State Department of Education under Score Recipients when you sign up to take your PRAXIS exams.

For ACT or SAT scores to be accepted by the State Department of Education, scores must be received from the following sources:

- scores submitted directly from ACT (<http://www.act.org/workkeys/asr/faq.html>)
- scores submitted directly from SAT (<http://www.collegeboard.com/student/testing/sat/scores/sending.html>)
- verification of your official scores through a sealed letter on college letterhead from your college dean or college registrar.

### **Can I submit an incomplete application?**

Yes. You can submit your application as you complete the sections. You will not be admitted or provisionally admitted until all parts of the application are received.

### **What are the Portal One Questions?**

There are five questions total. Follow the instructions for each below:

**A.** The following questions are to be typed double spaced using 12 point font. Please limit your responses to **one page** in length per question.

- 1. Why do you want to be a teacher?**
- 2. What are some characteristics of a professional teacher?**
- 3. What has influenced you to become a teacher and why?**
- 4. Share some examples of service that you have experienced from teachers that you have had. Discuss why serving others is so important in becoming a teacher.**

**B.** The response to the following question is a very important part of our screening process. The response will be checked for grammar and content. In the space below (and a separate sheet if necessary), answer the following question *in your own handwriting*. (Minimum of 400 words)

**How will the “life experiences” you have had in the past impact your teaching?**

### **GPA:**

#### **What GPA is required?**

You can start the program with a 2.2 or higher cumulative GPA. You must have a 2.5 cumulative GPA in the TEACH program to be certified. Additional coursework may be required to raise your cumulative GPA.

#### **My GPA is below a 2.20. Can I still apply to the TEACH Program?**

If you have below a 2.20 undergrad GPA, we will request an adjusted GPA based on your transcripts through our Registrar. If you have a 2.20 to start the program and do well in TEACH courses, you should meet the required 2.5 by the time you complete the program. However, additional coursework may be required to raise your cumulative GPA to a 2.5.

### **PRAXIS:**

### **What parts of the PRAXIS am I required to take?**

If you do not have an ACT Composite score of 22 or higher or a SAT Combined Math and Verbal score of 1030 or higher, you must have passing scores on the PRAXIS I Reading, Writing, and Math Exams. You must also have passing scores on PRAXIS II in the core content area in which you are seeking certification. To register for tests, visit the following website: [www.ets.org](http://www.ets.org).

### **Which PRAXIS content exam do I take?**

Log on to [www.ets.org](http://www.ets.org) and click on PRAXIS. You will see in the center of the PRAXIS page, "State Testing Requirements." Using the drop down box, select "Louisiana" and click "Go." There is a chart listing the Test Name and Qualifying Scores accepted by the state. If you have further questions, please contact our office at [education@lacollege.edu](mailto:education@lacollege.edu) or 318-487-7304.

### **What PRAXIS scores are required for the Louisiana College Practitioner Teacher Program (TEACH)?**

Louisiana College follows the Louisiana State Department of Education PRAXIS Score minimums.

### **Will Louisiana College accept my PRAXIS scores if I passed them prior to the new score effective date?**

Yes. The State Department of Education honors PRAXIS and NTE scores based on date the exam was taken and the score required at the time the exam was taken.

### **Can I be exempt from PRAXIS I?**

You are exempt from PRAXIS I if you meet one of the following criteria:

- you have an earned Master's Degree in a field other than education
- you have an ACT score of 22 or higher
- you have an SAT combined quantitative/verbal score of 1030 or higher

You must submit official PRAXIS, ACT or SAT scores at the time of application or verification of your official scores is required through a letter on letterhead from your college dean or college registrar. To order ACT or SAT score reports, go to the following links:

- ACT (<http://www.act.org/contacts/#reports> )
- SAT (<http://www.collegeboard.com/student/testing/sat/scores/sending.html>)

### **When do I take the PRAXIS?**

You must take and pass the required PRAXIS exams before the Practitioner Teacher Program begins in June.

### **What is the last date I can take the PRAXIS?**

It is *highly recommended* that you take the March 14, 2009 exam so that scores are received by our office before classes begin in June. Regular registration for the March exam is due by February 12, late registration is due February 19, and emergency registration is due March 6.

The last date to take the PRAXIS exams in order for scores to be received by the first week of the program is April 25, 2009. The regular registration deadline for the April exam is March 26, 2009.

### **What if I missed the March PRAXIS Exam deadline?**

If you take any PRAXIS exam in April (ABSOLUTE LAST TEST BEFORE PROGRAM BEGINS), you may be provisionally admitted until scores are received either by phone (ETS charges a fee for scores over the phone) or by mail the first week of June. If you do not pass,

you will be dropped from the TEACH program. You will be allowed a 100% refund of tuition if you do not pass the PRAXIS.

### **When do I take the PRAXIS PLT?**

The PRAXIS PLT is the third part of the PRAXIS required for certification. We recommend that you take it while you are enrolled in the TEACH program because the TEACH coursework will better prepare you for it. You must pass it before you can be certified at the end of the first 21 hours.

### **CAMPUS SERVICES:**

#### **Is campus housing available?**

Yes. Dorm rooms are available for the Summer session. You will have to fill out a housing application for the dates a room is needed. The cost is \$75 a week per person. Dorms are not co-ed so spouses are not allowed to stay. Children and pets are not allowed.

#### **Are computers available for use on campus?**

Yes. The Department of Teacher Education has a computer lab that is available from 8:00am to 4:30 pm Monday through Friday. There are also computers available in the campus library.

#### **Is the library available for research?**

The library will be available for research and computer work. You will be issued a guest pass.

#### **Can I use the LC Athletic Club workout facilities?**

The Louisiana College Athletic Club (Health Plex) will be available for the Summer session for a discounted fee. The cost will be available at the start of class.

#### **What food services are available?**

The campus cafeteria is open during the Summer session. The cost is as follows:

- 3 meals per day = \$16.00
- Breakfast only = \$4.50
- Lunch only = \$5.50
- Dinner only = \$6.50

You will need to request this service before classes begin.

There is a Subway located in the campus Athletic Center (Health Plex). Additional restaurants are located near the college.

### **MASTER OF ARTS IN TEACHING (MAT):**

#### **Will the TEACH classes (21 hrs) apply toward my MAT hours?**

Yes. All of the 500 or higher level courses that you have taken as part of the Practitioner Teacher Program (aka TEACH) will apply toward the MAT degree. You must have 33 hours to complete the MAT degree and 21 of those hours are done through TEACH. You will need to take 12 additional hours to complete the MAT degree.

#### **How do I enroll in the MAT?**

You are enrolled as a graduate student at the time you start the TEACH program. You have the option of continuing after the first 21 hours and completing your degree or stopping at the first

21 hours with just your certification. You will need to indicate your intent during the spring semester.

### **When are the MAT classes held?**

The first 21 hours are the TEACH classes which are graduate level courses. The TEACH Program is a 12-month program. The Summer session (9 hours) begins the first week of June and continues for six weeks, Monday through Friday, from 8:30am to 2:30pm. Four of these six weeks are spent on the Louisiana College campus for lectures. Approximately four days of the six weeks is spent in the schools doing Field Observations. At the end of these six weeks, you are eligible for a Practitioner One License (PL1).

The Fall session (6 hours) begins in August. You must be teaching full-time in a state approved school. You will be observed by an assigned mentor from Louisiana College throughout the semester. You must also attend Saturday Seminar Classes once a month. (The dates of Saturday classes are announced during the Summer session.)

The Spring session (6 hours) begins in January and follows the same format as the Fall session. At the end of the three sessions, if you have successfully completed all coursework, passed the PRAXIS PLT, paid all tuition and fees, and completed the Level One Teaching Certificate application and fee, then you are eligible to apply for your Level One Teaching Certificate.

The last 12 hours are MAT classes required to complete the MAT degree. These classes begin the summer after you complete the TEACH program in May. You will take seven (7) hours of coursework in July of your second summer (about 3 ½ weeks, M-F, 8:30-2:30). In the fall, you will take five (5) hours of coursework with classes being held on Saturdays (approximately four Saturday's during the semester) and work done on Blackboard.

### **What are the GRE requirements?**

You are required to complete the GRE with a formula score of 1000 or greater before starting the last twelve hours of the program. The formula score is calculated using either your undergrad GPA or TEACH GPA as follows:  $(\text{GPA} \times 75) + (\text{GRE Verbal} + \text{GRE Quantitative}) \geq 1000$ .