

Ramapo College of New Jersey
Office of Teacher Education
Handbook



Mission – Vision

The Ramapo College of New Jersey Teacher Education and Certification Program is committed to the preparation of teachers who are highly competent in their academic disciplines and instructional skills. Our program, aligned with the New Jersey Professional Standards for Teachers, prepares students at the undergraduate and post-baccalaureate level to be teachers who model reflective, innovative behavior while demonstrating love and enthusiasm for life-long learning. The Teacher Education and Certification Program at Ramapo College seeks to ensure that teachers are prepared to communicate effectively, establish productive relationships, and respond to the needs of individual learners, the teaching profession, and the greater community in a fair, equitable manner. Finally, our program emphasizes the needs of a democratic society. We are preparing teachers to be leaders in the effort to make the world a safer, more compassionate, and more productive place where respect for all life, for our environment, and for the dignity and diversity of all people will be common priorities.

New Jersey Professional Standards for Teachers

1. **Subject Matter Knowledge.** Teachers shall understand the central concepts, tools of inquiry, structures of the discipline, especially as they relate to the New Jersey Core Curriculum Content Standards, and design developmentally appropriate learning experiences making the subject matter accessible and meaningful to all students.
2. **Human Growth and Development.** Teachers shall understand how children and adolescents develop and learn in a variety of school, family, and community contexts and provide opportunities that support their intellectual, social, emotional, and physical development.
3. **Diverse Learners.** Teachers shall understand the practice of culturally responsive teaching.
4. **Instructional Planning and Strategies.** Teachers shall understand instructional planning, design long- and short-term plans based upon knowledge of subject matter, students, community, and curriculum goals, and shall employ a variety of developmentally appropriate strategies in order to promote critical thinking, problem solving and the performance skills of all learners.
5. **Assessment.** Teachers shall understand and use multiple assessment strategies and interpret results to evaluate and promote student learning and to modify instruction in order to foster the continuous development of students.
6. **Learning Environment.** Teachers shall understand individual and group motivation and behavior and shall create a supportive, safe and respectful learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
7. **Special Needs.** Teachers shall adapt and modify instruction to accommodate the special learning needs of all students.
8. **Communication.** Teachers shall use knowledge of effective verbal, nonverbal and written communication techniques and the tools of information literacy to foster the use of inquiry, collaboration and supportive interactions.
9. **Collaboration and Partnerships.** Teachers shall build relationships with parents, guardians, families and agencies in the larger community to support students' learning and well-being.
10. **Professional Development.** Teachers shall participate as active, responsible members of the professional community, engaging in a wide range of reflective practices, pursuing opportunities to grow professionally and establishing collegial relationships to enhance the teaching and learning process.

SPECIAL INITIATIVES

Provisional Teacher Program

The Ramapo College Teacher Education Program has entered collaboration with the New Jersey Department of Education to offer classes for teachers who are entering teaching through the “alternate route” certification process. The initiative is supported by a grant from the NJDOE.

Center for Learning and Instruction

The Center for Learning and Instruction (CLI) serves as an educational resource center by identifying and gathering current materials organized to complement the New Jersey Core Curriculum Content Standards and exemplary practices pertaining to instruction and technology. This facility is designed for easy access by teacher preparation students, college faculty, and practicing school teachers. Current research findings with implications for pedagogical practice are available for review in selected articles, video presentations, and through internet access. Arrangements can be made for demonstrations of instructional materials and learning activities and for assistance in preparing materials for classroom use. The CLI also coordinates the student teaching experience and conducts academic outreach through pre-service and in-service workshops.

TEACHER EDUCATION AND CERTIFICATION

Program Requirements

- Completion of Praxis I with a minimum score of 170 in each of the following content areas: Reading, Writing, and Math.
- Admission interview with Director of TE program.
- Completion of all requirements for **Graduation** including a minimum of **128** credits.
- Completion of all requirements for a **Major**.
- Completion of all **General Education** requirements.
- Completion of all the **School Core** requirements for the school of the designated major.
- Completion of courses (which may be in addition to a major) which are needed to fulfill the state requirements of a minimum of **30** credit hours in the **Endorsement** area and to fulfill Ramapo College program requirements for the Teacher Education sequences within individual endorsements.
- Maintenance of a **2.75 GPA**. When students have attended more than one college or university, **all undergraduate coursework at all institutions attended are included** in determining the overall GPA for the purpose of certification qualification. **Students may engage in student teaching only after the GPA requirements are attained and the appropriate Praxis test has been taken.**
- A teaching portfolio providing evidence of addressing the New Jersey Professional Teaching Standards must be submitted to and approved by the teacher education faculty prior to student teaching.
- Completion of the required **Education** courses (or equivalents approved by the Director of Teacher Education):

ELEMENTARY EDUCATION CERTIFICATION

FOUNDATIONAL COURSES

Block One: EDUC 221 Social Context of Education

EDUC 222 Principles and Practices of Teaching
(Mandatory Field Placement)

PROFESSIONAL EDUCATION COURSES

Block Two: EDUC 344 Methods of Teaching Language Arts,
Social Studies, and Art in the Elementary School
(Mandatory Field Placement)

EDUC 345 Methods of Teaching Math and Science in
The Elementary School
(Mandatory Field Placement)

EDUC 346 Reading Theory and Practice
(Mandatory Field Placement)

EDUC 341 Technology in the Classroom or EDUC 340 Systems Thinking

Block Three: EDUC 491 Student Teaching

CONTENT AREA CERTIFICATION

FOUNDATIONAL COURSES

Block One: EDUC 221 Social Context of Education

EDUC 222 Principles and Practices of Teaching
(Mandatory Field Placement)

PROFESSIONAL EDUCATION COURSES

Block Two: EDUC 350 Reading and Language Arts in the Content Areas
(Mandatory Field Placement)

EDUC 343 Teaching for Effective Learning
(Mandatory Field Placement)

EDUC 341 Technology in the Classroom or EDUC 340 Systems Thinking

Block Three: EDUC 491 Student Teaching

ALL CERTIFICATION STUDENTS

- Completion of the following **Social and Behavioral Science** courses (or equivalents approved by Director of Teacher Education)

SOSC 101 Social Issues

PSYC 101 Introduction to Psychology

PSYC 215 Psychology of Learning, Cognition, and Teaching

- Completion of **one** of the following **Physiology and Hygiene** courses (or equivalent approved by Director of Teacher Education)

BIOL 101 Introduction to Biology
BIOL 110 Fundamentals of Biology I
BIOL 213 Anatomy and Physiology I
BIOL 240 Nutrition
BIOL 345 Nutrition and Human Metabolism
PSYC 251 Substance Abuse
PSYC 326 Love and Human Sexuality

NOTE: Post-baccalaureate students may meet the **health requirement** by passing a written health examination pertaining to substance abuse prevention. The examination is given by the New Jersey Department of Education. Arrangements for taking this test should be made through our **Office of Teacher Education** well in advance of the semester in which a student plans to student teach. Late transfer students may request consideration of this option.

- Completion of one of the following **Speech Communications** courses (or equivalents approved by the Director of Teacher Education)

COMM 101 Effective Speaking
COMM 222 Public Speaking
THEA 115 Basic Acting for Non-Majors
THEA 221 Basic Acting
THEA 260 Voice and Movement

NOTE: Post-baccalaureate students may complete a **speech assessment** to meet the speech requirement. Arrangements to participate in this assessment activity should be made through our **Office of Teacher Education**.

- Completion of **60** credits in the **General Education** including at least one course in Math and English.
- Completion of a **National Teacher Examination (PRAXIS)** in the Designated Area of Certification (passing scores established by the New Jersey Department of Education).

Designated Area of Certification and Endorsement Descriptions

Art Education

Majors: Visual Arts

A minimum of 30 credit hours (with at least 12 of those credits at the 300 or 400 level) is required in art. Ramapo students complete the requirements by majoring in Visual Arts and including the following courses in their major:

ARTS 101 Fundamentals of Drawing

ARTS 102 Fundamentals of Design

ARTS 203 Computer Art

ARTS 206 Basic Photography

ARTS 201 Basic Painting

ARTS 202 Basic Sculpture

One 200 level Art History Course

One 300 level Art History Course

ARTS 331 Art as Therapy

ARTS 409 Advanced Projects in Art

Required Praxis II Exam: Art: Content Knowledge (10133)

Minimum passing score: 150

Biological Science

Major: Biology

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in the biological sciences. Ramapo students complete the requirements by majoring in Biology and including the following courses in their major:

BIOL 110/112 Fundamentals of Biology I and II
CHEM 110/112 Fundamentals of Chemistry I and II
BIOL 221 General Ecology
BIOL 331 Genetics
BIOL 356 Evolution
BIOL 406 Cell and Molecular Biology

Required Praxis Exams:

Biology: Content Knowledge, Part 2 (20232)
Minimum passing score: 147

General Science: Content Knowledge, Part 1 (10431)
Minimum passing score: 152

General Science: Content Knowledge, Part 2 (10432)
Minimum passing score: 142

Business Education

Majors: Accounting, Business Administration, Economics, Information Systems

A minimum of 30 credit hours (with at least 12 of those credits at the 300 or 400 level) is required in business. Ramapo students complete the requirements by majoring in one of the above disciplines and including the following courses in their major:

ACCT 221 Principles of Financial Accounting
ACCT 222 Principles of Managerial Accounting
BADM 223 Business Law I
ECON 101 Microeconomics
ECON 102 Introduction to Macroeconomics
MGMT 310 Management Theory and Practice
INFO 224 Principles of Information Technology
PHIL 301 Ethics in Business
FINC 301 Corporate Finance I
MKTG 301 Marketing Principles and Practices

Required Praxis II Exam: Business Education (10100)
Minimum passing score: 580

Chemistry

Major: Chemistry

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in chemistry. Ramapo students complete the requirements by majoring in Chemistry.

Required Praxis Exams:

Chemistry: Content Knowledge (20241)

Minimum passing score: 134

General Science: Content Knowledge, Part 1 (10431)

Minimum passing score: 152

Earth Science

Major: Environmental Science, Environmental Studies

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in earth sciences. Ramapo students complete the requirements by majoring in Environmental Science or Environmental Studies and including the following courses in their major:

ENSC 105 Fundamentals of Earth Science

PHYS 103 Astronomy

ENST 223 Energy and Society

ENSC 340 Environmental Chemistry

ENST 414 Environmental Assessment

ENSC 416 Ecosystems

Required Praxis Exams:

Earth Science: Content Knowledge (20571)

Minimum passing score: 145

General Science: Content Knowledge, Part 1 (10431)

Minimum passing score: 152

Elementary Education

Majors: All Liberal Arts Majors

Required Praxis Exam:

Elementary Education: Content Knowledge (10014)

Minimum passing score: 141

English

Major: Literature

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in literature. Ramapo students complete the requirements by majoring in Literature and including the following courses in their major:

LITR 208 Shakespeare's Plays

One additional Drama Course

One Poetry Course

Two British Literature Courses

Two American Literature Courses

Two European or Multicultural Courses

LITR 314 Grammar Theory and Pedagogy or EDUC 225 English Grammar and Usage or

LITR 251 Linguistics

Required Praxis Exam:

English Language, Literature, and Composition: Content Knowledge (10041)

Minimum passing score: 162

French

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in French. Ramapo students complete the requirements by including in their course of study the following course:

LANG 330 Foreign Language Pedagogy

Required Praxis Exam:

French: Content Knowledge (20173)

Minimum passing score: 156

Italian

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in Italian. Ramapo students complete the requirements by including in their course of study the following course:

LANG 330 Foreign Language Pedagogy

Required Praxis Exam:

None

Mathematics

Major: Mathematics

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in mathematics. Ramapo students complete the requirements by majoring in Mathematics and including the following courses in their major:

MATH 121 Calculus I
MATH 122 Calculus II
MATH 123 Calculus III
MATH 124 Calculus IV
MATH 237 Discrete Structures
MATH 253 Probability
MATH 262 Linear Algebra
MATH 283 Number Theory
MATH 321 Geometry
MATH 353 Statistics
MATH 416 Introduction to Analysis
MATH 432 Abstract Algebra
MATH 441 History of Mathematics
CMPS Computer Science I
PHYS 114 Physics I with Calculus

Required Praxis Exam:

Mathematics: Content Knowledge (10061)

Minimum passing score: 137

Music Education

Major: Music

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in Music. Ramapo students complete the requirements by majoring in Music.

Required Praxis Exam:

Music: Content Knowledge (10113)

Minimum passing score: 153

Physical Science

Majors: Chemistry, Physics

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in the physical sciences. Ramapo students complete the requirements by majoring in Chemistry or Physics. A Chemistry major must complete 15 credits of Physics and a Physics major must complete 15 credits of Chemistry.

Required Praxis Exams:

Chemistry: Content Knowledge (20241)

Minimum passing score: 134

Physics: Content Knowledge (10261)

Minimum passing score: 135

General Science: Content Knowledge, Part 1 (10431)

Minimum passing score: 152

Physics

Major: Physics

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in Physics. Ramapo students complete the requirements by majoring in Physics.

Required Praxis Exams:

Physics: Content Knowledge (10261)

Minimum passing score: 135

General Science: Content Knowledge, Part 1 (10431)

Minimum passing score: 152

Psychology

Major: Psychology

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in Psychology. Ramapo students complete the requirements by majoring in Psychology. **In addition, a candidate for this endorsement must hold a regular New Jersey instructional certificate with an endorsement in an area other than psychology.**

Social Studies

Majors: American Studies, Economics, Environmental Studies, History, Political Science, Sociology

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in social studies. Ramapo students complete the requirements by majoring in one of the areas listed above and including the following courses:

HIST 101 Introduction to U.S. History I

HIST 102 Introduction to U.S. History II

HIST 105 Western Studies I or HIST 109 World Civilizations I

HIST 106 Western Studies II or HIST 110 World Civilizations II

Two social studies courses in areas outside of Europe or the U.S.

One Economics Course

One Geography Course

One Political Science Course

One Sociology Course

Required Praxis Exam:

Social Studies: Content Knowledge (10081)

Minimum passing score: 157

Spanish

Major: Spanish Language Studies

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in Spanish. Ramapo students complete the requirements by majoring in Spanish Language Studies and including the following course:

LANG 330 Foreign Language Pedagogy

Required Praxis Exam:

Spanish: Content Knowledge (10191)

Minimum passing score: 159

Speech Arts and Dramatics

Majors: Communications, Theater, Contemporary Arts

A minimum of 30 credit hours (with at least 12 of those credits at the 300/400 level) is required in speech arts and dramatics. Ramapo students complete the requirements by majoring in one of the areas listed above.

Required Praxis Exam:

Speech Communication (10220)

Minimum passing score: 560

Theater (10640)

Minimum passing score: 570

Field Assignments

Observation of teachers and work with school children on school sites is required for completion of the teacher education coursework. Ramapo College is ideally located for access to excellent urban, suburban, and rural school districts. Placements have been found for all students who have qualified for and requested them and have followed the procedures developed by our Field Placement Coordinator. Districts are not required to accept observer or student teachers so students need to be flexible and accept field assignments that are made for them. Most districts require interviews with teacher preparation candidates prior to authorizing their work in the schools. Many districts require that candidates have substitute teaching certificates prior to allowing them to work with students. Therefore, we recommend that teacher preparation candidates apply for a substitute teaching certificate as soon as they have completed the minimum of **60** credits of college work. **Teacher preparation candidates are expected to complete their assignment in schools other than schools which they attended as students and other than schools in their district of residence.** If a student has compelling reason to request a waiver of this expectation, requests must be submitted in writing to the Director of Teacher Education for consideration prior to the time a student teaching placement is requested. **If a teacher preparation candidate has requested placement assistance from the college staff, the candidate is expected to honor the placement that is offered.**

Teacher preparation candidates who are visiting or working in schools are expected to conduct themselves as educational professionals. This is important to the individual, the candidate's peers who will need placements in the future, the College, the profession, and the district faculty and administration. Children, parents, and other members of the community reasonably expect that those who are invited into their schools will serve as a positive role models and will contribute to a healthy learning climate for the children. Because our candidates have been so conscientious in this regard, many districts welcome our requests for placements. A candidate who causes a problem at a placement site may be dropped from the program.

Transportation to and from the sites of all field assignments and student teaching placements are the responsibility of the teacher preparation candidate. Requests for **student teaching** placements near a candidate's place of residence will be considered if appropriate supervision can be arranged and the candidate makes the commitment to return to the campus **one evening every other week to participate in the required Student Teaching Seminar.**

Student teaching is a full-time commitment for one semester. **During the semester that candidates student teach, no other courses or job responsibilities should be undertaken.** Requests for waivers of this provision must be submitted in writing to the Director of Teacher Education no later than the beginning of the semester prior to the semester that the candidate plans to student teach. Waiver requests must specify in detail the reason for the request. Candidates should consider the practical impact of devoting a full semester to student teaching prior to entering the program. The only option to traditional student teaching available at Ramapo College is the completion of one year of full-time teaching under contract in a private or parochial school setting where the school administrator agrees to have supervision completed by a state certified

supervisor (provided by the school) and to share at least four observations with an appointed supervisor. If neither option is suitable, prospective teachers should seek information about the “Provisional Teacher Program (often called the “alternate route” to teaching certification) from the New Jersey Department of Education.

Students Who Have Completed Undergraduate Degrees

Students pursuing teacher certification who have earned undergraduate degrees prior to entering the Ramapo College Teacher Education Program should seek advice from the Director of Teacher Education to design an appropriate individualized program that meets all teacher certification requirements and to ensure that student preparation will closely approximate the expectations established for undergraduates in the Ramapo College program as outlined above.

Other Important Considerations

- A minimum of three semesters is needed to complete the professional education sequence of courses
- Most education courses have a mandatory daytime field experience component
- Student should monitor the Teacher Education Program Luminus page for program announcements
- All coursework must be completed prior to student teaching
- The cost of student teaching is equivalent to 12 credit hours plus other fees required for certification expenses
- It is strongly recommended that students pass the appropriate Praxis II exam prior to student teaching
- Student teaching is a 15-week, full-time, Monday through Friday commitment
- An evening bi-weekly seminar course is required during student teaching
- Once completing the Teacher Education Program students have one year to make sure all college requirements are complete to insure recommendation to the state of New Jersey for certification
- Students interested in Middle School certification should consult with the Director to make sure all necessary coursework is completed

**For more information, call the
Ramapo College of New Jersey
Office of Teacher Education and Certification
Room G-404**

Dr. Alexander Urbiel, Director (201) 684-7627

Patricia Dicker, Program Assistant (201) 684-7626

Karen Viviani, Secretary (201) 684-7638

Pamela Marcus, Field Placement Coordinator (201) 684-7885

Dr. Richard Russo, Coordinator of the Center for Learning and Instruction (201)684-7899

Joanne Caselli, Center for Learning and Instruction Trainer (201)684-7886