Ramapo College of New Jersey
Office of Teacher Education
Handbook

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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 and the Pequannock Public Schools 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.

Children’s Summit
A collaboration has been organized by former Assemblywoman Rose Heck with the support of former Speaker of the Assembly Jack Collins to bring educators, health professionals, and children’s advocates together to discuss the implications of recent neuroscience research on the practices associated with the education, treatment, and protection of children. Ramapo College, the University of Medicine and Dentistry of New Jersey, and the Hackensack Medical Center are among the partners in this effort.

Integrated Mathematics and Science Curriculum
Math and Science professors in the School of Theoretical and Applied Science and Education faculty are working together to provide an innovative general education sequence of courses for teacher preparation students and others who are interested in an integrated math/science approach. These articulated courses will help students to relate critical concepts in mathematics and science to applications of those who teach math and science in elementary schools is an important objective of this proposed curriculum alternative.

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
Undergraduate Students:

- 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 of which 96 are in the arts and sciences.

- 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 disciplines.

- 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 core Professional Education courses (or equivalents approved by the Director of Teacher Education):

  **Elementary Education**

  **Block One:** MEDU 221 Social Context of Education

  MEDU 315 Principles and Practices of Teaching
  (Mandatory Field Placement)
Block Two: MEDU 444 Methods of Teaching Language Arts, Social Studies, and Art in the Elementary School (Mandatory Field Placement)

MEDU 445 Methods of Teaching Math and Science in The Elementary School
(Mandatory Field Placement)

MEDU 446 Reading Theory and Practice
(Mandatory Field Placement)

MEDU 450 Technology in the Classroom or MEDU 440 Systems Thinking

Block Three: MEDU 491 Student Teaching

Secondary Education

Block One: MEDU 221 Social Context of Education

MEDU 315 Principles and Practices of Teaching
(Mandatory Field Placement)

Block Two: MEDU 350 Reading, Writing and Language Arts
(Mandatory Field Placement)

MEDU 443 Teaching for Effective Learning
(Mandatory Field Placement)

MEDU 450 Technology in the Classroom or MEDU 440 Systems Thinking

Block Three: MEDU 491 Student Teaching

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

MMET 101 Social Issues

M/SPSY 101 Introduction to Psychology

M/SPSY 215 Psychology of Learning, Cognition, and Teaching

• Completion of one of the following Health-related courses (or equivalent approved by Director of Teacher Education)
SBIO 101 Biology  
SBIO 110 Fundamentals of Biology I  
SBIO 213 Anatomy and Physiology I  
SPSY 326 Love and Human Sexuality  
SBIO 240 Nutrition  
SBIO 345 Nutrition and Human Metabolism  
SPSY 251 Substance Abuse  

NOTE: Post-baccalaureate students may meet the health requirement by passing a written health examination pertaining to substance abuse prevention. The examination is give 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 Communications-related courses (or equivalents approved by the Director of Teacher Education)
  CCOM 101 Effective Speaking
  CCOM 222 Public Speaking
  CTHE 221 Basic Acting
  CTHE 115 Basic Acting for Non-Majors
  CTHE 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. Late transfer students may request consideration of this option.

- 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:

CART 101 Fundamentals of Drawing
CART 102 Fundamentals of Design
CART 220 Computer Art
CART 222 Basic Photography
CART 223 Basic Painting
CART 225 Basic Sculpture
One 200 level Art History Course
One 300 level Art History Course
CART 330 Art as Therapy
Two 300/400 level courses from approved list
CART 409 Advanced Projects Portfolio

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:

- SBIO 110/112 Fundamentals of Biology I and II
- SCHM 110/112 Fundamentals of Chemistry I and II
- SBIO 221 General Ecology
- SBIO 331 Genetics
- SBIO 356 Evolution
- SBIO 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:

- BATG 221 Principles of Financial Accounting
- BATG 222 Principles of Managerial Accounting
- BBAD 223 Business Law I
- B/MECO 113 Introduction to Macroeconomics
- BECO 114 Microeconomics
- BMGT 301 Management Theory and Practice
- BINF 224 Principles of Information Technology
- APHL 301 Ethics in Business
- BFIN 301 Corporate Finance I
- BMKT 301 Marketing Principles and Practices

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

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 and including the following courses in their major:

SENS 105 Fundamentals of Earth Science
SENS 340 Environmental Chemistry
SPHY 103 Astronomy
SENV 414 Environmental Assessment
SBIO 221 General Ecology
SENV 223 Energy and Society

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:

ALIT 208 Shakespeare’s Plays
Two Drama Courses (Shakespeare may count for one of these)
One Poetry Course
Two British Literature Courses
Two American Literature Courses
Two European or Multicultural Courses
ALIT 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:

ALNG 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:

ALNG 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:

SMTH 111/112 Calculus I and II
SMTH 217 Discrete Structures
SMTH 211 Multivariable Calculus
SMTH 223 Number Theory
SMTH 231 Linear Algebra
SMTH 251 Probability
SMTH 311 Introduction to Analysis
SMTH 332 Abstract Algebra
SMTH 341 Geometry
SMTH 351 Statistics
SMTH 441 History of Mathematics
SCMP 147 Computer Science I
SPHY 114/115 Physics I and II 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 (NEW)
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:

- AHST 107 U.S. History I
- AHST 108 U.S. History II
- AHST 101 Western Studies I or AHST 110 World Civilizations I
- AHST 102 Western Studies II or AHST 111 World Civilizations II
- Two history 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:

ALNG 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
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
- 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
- The appropriate Praxis II exam must be passed 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