

THE COLLEGE OF EDUCATION

Dr. Melanie Reaves, Interim Dean

COE 279, (406) 657-2286

Mission

Empowering educators to inspire learning, foster innovation, and lead transformative change in education across Montana and beyond.

The College

The College of Education prepares individuals in a variety of graduate programs designed to assist them in becoming leaders in today's schools. It is comprised of three entities.

- **The Department of Educational Theory and Practice** Provides course work for the programs offered within the College of Education
- **The Field Experiences and Licensure Office** Establishes student teaching, school counseling internships, and other field experience opportunities for students and recommends them for teacher licensure
- **The Montana Center for Inclusive Education** Provides programs which allow students opportunities to practice the skills they learn in the classroom

Accreditations and Affiliations

The Educator Preparation Program (Initial Teacher Licensure for Elementary, Secondary, Special Education, Early Childhood) and Advanced Program in School Counseling is accredited by the Council for the Accreditation of Educator Preparation (CAEP). All programs that include educator licensure are accredited by the Montana Board of Public Education.

The Educator Preparation programs offered in the College of Education are also aligned with the Montana Professional Educator Preparation Program Standards (PEPPS, MT ARM 10.58) (<https://rules.mt.gov/browse/collections/aec52c46-128e-4279-9068-8af5d5432d74/sections/9357e980-8d00-434d-9623-6a6e45b1ad1f/>).

Montana State University Cooperative Program

MSU Billings is part of a cooperative agreement with the Montana Office of Public Instruction, MSU-Bozeman, the University of Montana, and Rocky Mountain College to offer the Special Education Supervisory endorsement. Contact the Office of the Dean of College of Education at any of these campuses for additional information.

The Educator Preparation Program

All candidates from MSU Billings who wish to be recommended for Educator Licensure must be formally admitted to the Educator Preparation Program and meet all the Educator Preparation requirements:

- Completed fingerprint card, required payment, and required paperwork
- Copies of transcripts from all universities attended
- Cumulative GPA ≥ 3.0
- K-8 Elementary Education Content Core GPA
- A minimum cumulative GPA of 2.65 with no grade lower than a "C".

Background Reports

Admission

Upon application, all students seeking a graduate degree or post-baccalaureate program from the College of Education must obtain criminal background reports by submitting fingerprints to the Field Experience and Licensure Office. For more information contact the Director of Field Experiences and Licensure at (406) 657-1670.

Field Experiences

All practica, internships, and supervised field experiences require a valid fingerprint-based criminal background report prior to beginning coursework (redissemination of other reports is not allowed). Students cannot be placed in any field experience until the criminal background report determination has been approved. Criminal Background Report process must be completed every two years.

Culminating Experiences

Student Teaching

The student teaching requirement is the culminating experience in the Educator Preparation Program for students seeking initial licensure or adding an endorsement. During the Student Teaching term, students are required to participate in the student teaching seminars. For further information and basic policies regarding the student teaching experience, students should meet with their faculty advisors or contact the Director of Field Experiences and Licensure at (406) 657-1670.

Internships

School Counseling internships are the culminating experiences that require a total of 600 hours in a P-12 setting with a site mentor. For further information and basic policies regarding the school counseling internships, students should meet with their faculty advisors or contact the Director of Field Experiences and Licensure at (406) 657-1670.

Internships are also possible for credit in other COE programs and offer students the opportunity for enhanced experiences in school and community settings. Proposals for internships must be planned by students and their faculty advisor.

Application Processes

Students seeking to complete the initial licensure, additional endorsement student teaching experience, or the school counseling internships must complete the following:

- Complete all coursework before student teaching or internship (students can request to take one course during the same semester)
- Attend a mandatory application workshop the semester before they plan to student teach or be in an internship course (dates are posted each semester on the College of Education's website)
- Meet with their advisor to complete the application
- Confirm with the Field Experience Office that their criminal background report has been completed with the last six months prior to enrollment
- Submit the application by the due date set each semester (dates are posted each semester on the College of Education's website)
- Attend an interview with the Director of Field Experiences and Licensure

Licensure Requirements

Licensure requirements for the State of Montana have been established by the Office of Public Instruction and approved by the Montana Board of Public Education. Students who meet all the licensure or endorsement requirements, including student teaching or internships and a qualifying score on the required Praxis Subject

Assessment Exam, may receive a university recommendation for licensure by the Director of Field Experiences and Licensure.

Processing Procedures for Licensure and Endorsement

1. Direct all applications for licensure or endorsements to the Director of Field Experiences and Licensure.
2. All applications for teaching licensure, teaching endorsements and supervisory endorsements must be reviewed and receive final approval by the Director of Field Experiences and Licensure prior to institutional recommendation and final consideration by the State Licensure Office in Helena, Montana.
3. The same regulation applies to applicants seeking licensure outside of the state of Montana.

Drug and Alcohol Course Requirement

The Montana Code Annotated 2023 TITLE 20. EDUCATION, CHAPTER 25. UNIVERSITY SYSTEM, Part 6. Health Education -- Drug and Alcohol Instruction, Teacher Instruction -- Course Required Of Education Students 20-25-603 Teacher instruction -- course required of education students states: "All units of the Montana university system and all private colleges and universities in Montana that offer any degree in education shall require that any person who receives any degree in education from that unit, private college, or private university must have successfully completed a course in health education to include drug and alcohol education and abuse prior to being awarded the degree."

Indian Education for All (IEFA)

The State of Montana requires licensed personnel to have instruction pertaining to the history, traditions, customs, values, beliefs, ethics, and contemporary affairs of American Indians. While one course is a requirements in the Educator Preparation Program, IEFA is infused throughout the program.

College of Education Appeals

Candidates proposing a deviation from their program of study may appeal to the College of Education Petitions Committee. Candidates should contact their faculty advisor for assistance with this process. The Committee makes recommendations to the Dean of the College of Education, who has final decision-making authority.

Procedures for Completing a Graduate Program in Education or Counseling

Plan of Study Approval Procedure

Each graduate student who intends to complete a master's degree or post-baccalaureate program in the College of Education must have an approved plan of study completed in conjunction with their faculty advisor. This approved plan serves as an agreement between the student and the University.

Changes in the Plan of Study

Students who wish to initiate a change in the plan of study must do so by submitting a "Change to Plan of Study" request. When approved by the faculty advisor, the Director of Field Experiences and Licensure (if applicable), Department Chair, and Dean, and reviewed by the Director of Graduate Studies, the change will be effective. The student has the right to follow the program requirements outlined in the Graduate Catalog in effect when the plan was approved.

A

- Advanced Studies Option Applied Behavior Analysis Emphasis Master of Science in Special Education *Program placed on moratorium* (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/mssed-advanced-studies-applied-behavior-analysis/>)

- Advanced Studies Option Special Education Emphasis Master of Science in Special Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/mssed-advanced-studies-special-education/>)
- Applied Behavior Analysis Certificate *Program placed on moratorium* (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/certificate-applied-behavior-analysis/>)

C

- Curriculum and Instruction Teacher Licensure Option Master of Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/med-curriculum-instruction-teacher-licensure/>)

E

- Elementary Teacher Licensure Program (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/elementary-teacher-licensure-program/>)

G

- Generalist Option Master of Science in Special Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/mssed-generalist/>)

I

- Interdisciplinary Studies Master of Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/med-interdisciplinary-studies/>)

R

- Reading Option Master of Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/med-reading/>)

S

- School Counseling Option (K-12) Licensure Option Master of Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/med-school-counseling-k-12-licensure/>)
- School Counseling Option (K-12) Master of Education (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/med-school-counseling-k-12/>)
- Secondary Teacher Licensure Program (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/secondary-teacher-licensure-program/>)
- Special Education (P-12) Teaching Endorsement (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/teaching-endorsement-special-education-p-12/>)
- Special Education Supervisor Endorsement (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/endorsement-special-education-supervisor/>)

T

- Teaching English to Speakers of Other Languages (TESOL) Certificate (<https://catalog.msubillings.edu/graduate/college-education/departments-educational-theory-practice/certificate-tesol/>)