

# THE DEPARTMENT OF EDUCATIONAL THEORY AND PRACTICE

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## 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, including the following:

## Initial Licensure/Endorsement Programs

- English/Language Arts Teaching Major
- Students with Disabilities (Special Education) Teaching Major
- Health and Physical Education Major
- Mathematics Teaching Major/Minor
- Reading Specialist K-12 Minor
- Broadfield Science Teaching Major
- Broadfield Social Studies Endorsement
- Political Science Teaching Minor
- History Teaching Major/Minor
- Early Childhood Education P-3 Minor
- Elementary Education Major
- Art K-12 Teaching Major/Minor
- Music K-12 Teaching Major
- School Counseling K-12
- Special Education Supervisor

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/>).

## Advising Information

All new, transfer, and re-admitted students are encouraged to visit the Advising Center in McMullen Hall on the first floor west, to meet with the Advising Center Education Advisor.

New students will receive information regarding General Education requirements and plan of study worksheets related to their major and minor programs in education.

Transfer and readmitted students will work with the Advising Center Education Advisor to complete a transcript evaluation and develop a plan of study.

Students majoring in Education will be advised through the Advising Center until they are ready for admission to the Educator Preparation Program (usually the first term of the sophomore level). At that time, students will be assigned a Department of Educational Theory and Practice faculty member for advising.

Students majoring in a K-12 or secondary content area with the Educator Licensure Option will have two faculty advisors, one in the College of Liberal Arts and Social Sciences or the College of Health Sciences and Science, and one in the College of Education.

## Educator Preparation at MSUB

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 of the following requirements:

- Completed fingerprint card, required payment, and required paperwork
- Completion of a minimum of 45 semester credits
- Completion of designated general education coursework associated with their major and minor (if applicable)
- Cumulative GPA  $\geq 2.65$
- Cumulative General Education Content Core (K-12, secondary); K-8 Elementary Content Core  $\geq 2.65$  no grade lower than a "C."
- Cumulative Professional Core GPA  $\geq 2.65$  no grade lower than a "C."

## Background Reports

### 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.

### Application Processes

Some courses in the Educator Preparation Program, listed below, require an application to be registered for the course because it requires a valid Criminal Background Report along with other approvals.

Code	Title	Credits
EDU 220	Human Growth & Development	3
EDU 353	Junior Field Experience	2
EDU 354	Secondary Junior Field	2
EDU 355	Reading Junior Field	2
EDU 438	Literacy Assessmnt, Diag, Inst	3
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDSP 402	Individualizing Curriculum	3
EDSP 404	Teaching Special Populations	2

Students may get an application from their faculty advisor.

## Student Teaching

The student teaching requirement is the culminating experience in the Educator Preparation Program for students seeking initial licensure. 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.

The semester before student teaching, students must complete the following:

- Complete all coursework before student teaching (students can request to take one course during the same semester)
- Attend a mandatory application workshop (dates are posted each semester on the College of Education's website (<https://www.msubillings.edu/coe/>))
- 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 (<https://www.msubillings.edu/coe/>))
- Attend an interview with the Director of Field Experiences and Licensure

## Internships

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.

## 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 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

- Direct all applications for licensure or endorsements to the Director of Field Experiences and Licensure.
- 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.
- 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.

- Broadfield Major in Elementary Education Bachelor of Science in Education Degree (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/bsed-broadfield-major-elementary-education/>)
- Elementary Education/Reading Double Major K-8 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\* (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/bsed-elementary-education-reading-double-major-k-8-k-12-reading-endorsement/>)
- Elementary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/bsed-elementary-education-special-education-p-12-double-major/>)
- Secondary Education/Reading Double Major 5-12 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\* (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/bsed-secondary-education-reading-double-major-5-12-k-12-reading-endorsement/>)
- Secondary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/bsed-secondary-education-special-education-p-12-double-major/>)
- Early Childhood Studies Minor (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/minor-early-childhood-studies/>)  Offered Online
- Reading (K-12) Teaching Minor (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/teaching-minor-reading-k-12/>)
- Special Education (P-12) Concentration Non-Endorsable Teaching Minor \*Program placed on moratorium\* (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/non-endorstable-teaching-minor-special-education-p-12-concentration/>)
- Education Program of Study Associate of Arts Degree \*Program placed on moratorium\* (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/aa-education/>)
- Special Education (P-12) Teaching Endorsement (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/teaching-endorsement-special-education-p-12/>)
- Secondary Majors Teaching Licensure Professional Core (<https://catalog.msubillings.edu/undergraduate/college-education/department-educational-theory-practice/secondary-majors-teaching-licensure-option/>)