



CONCORDIA UNIVERSITY – PORTLAND MAT PROGRAM HANDBOOK

2018 - 2019

Dear MAT Student,

Welcome to Concordia University! We are happy that you have chosen our MAT program to help you achieve your goal of becoming a teacher.

The mission of Concordia University is to prepare leaders for the transformation of society. We believe there is no better way to transform society than through education. As a teacher, you will have the opportunity to touch the lives of countless students as you engage them in meaningful learning and encourage them to reach their fullest potential.

You are in for a fast-paced, hands-on, and collaborative program. As you begin your journey, embrace every moment of your MAT experience. Open yourself to the opportunities as well as the challenges, and enjoy the camaraderie of your fellow cohort members.

Together, we serve as your advisors and are available for you when you have questions, concerns, or need someone to talk to. We look forward to working with you throughout your MAT experience.

We wish you all the best as you begin your journey!

Sincerely,

Stephanie

*Stephanie C. Murphy, EdD
Director of MAT Programs*



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MAT Program Handbook

This handbook is intended to address those frequently asked questions specific to the MAT program. For additional information, please refer to the following:

Concordia University Course Catalog:

- <http://catalog.cu-portland.edu/> for information regarding financial assistance, tuition and fees, academic policies, course descriptions, etc.
- Concordia University Student Handbook: <https://intranet.cu-portland.edu/sites/default/files/Student%20Handbook.pdf> for academic information, campus resources, behavioral expectations, public safety and campus security, etc.

GETTING STARTED

Registering for Classes

Your MAT advisors will register you for your classes each semester.

Be sure to **check your email frequently**. Email is our primary mode of communication with MAT students. You will receive your class schedules and newsletters via email, as well as notifications, reminders, and updates.

HOLDS: A hold on your account will stop the registration process. Holds will also prevent you from accessing your grades through myCU. If you have a hold on your account, please address it as soon as possible. *Please note: If you are a recent undergraduate, a hold will be placed on your account for the second semester until a final transcript, with degree line, is received.*

Technology

MAT classes utilize technology to varying degrees. As such, it is our expectation that you will have access to a device (laptop, tablet, etc.). You



should have basic knowledge of computer usage and have experience using various programs and applications (e.g. Microsoft Word, Excel, PowerPoint). For more information and tutorials, please see: <https://support.cu-portland.edu/hc/en-us>

Network Account

If you have not already done so, be sure to set up your network account. You will receive a one-time use network access code in the mail. You will use this for your initial access and then choose your own password.

my.CU

my.CU provides you with access to your grades, financial statements, class schedules, and more. It can be accessed through the Concordia Intranet at <http://intranet.cu-portland.edu/myCU> also allows you to update your contact information. **However, when updating contact information, it is also necessary to notify your MAT advisor directly.**

Student ID Card

You will need to obtain a student ID card in order to have access to the library, gym, and other locations on campus. You may obtain your student ID card at the Help Desk, located on the second floor of Hagen Center next to the computer lab. No appointment is necessary.

Parking Permits

Parking is free for students, faculty and staff at CU. If you bring a vehicle to CU you MUST have a current parking permit. To obtain a permit, go to: http://www.cu-portland.edu/services/campus_safety/parking.cfm Do not park in the main (front) parking lot at Faubion. There are multiple lots available on campus and readily available street parking as well.

Fingerprinting/Background Checks

All students must be cleared by TSPC (the state licensing agency) prior to volunteering in a setting with children or youth, or prior to clinical experiences such as the practicum or student teaching.



You will receive fingerprinting information from the College of Education with instructions on how to complete the Field Print process. There are fees associated with this process. One fee is charged by the organization that provides the fingerprinting service (typically between \$15 -\$20, due at the time that the service is provided). There is also a processing fee charged by TSPC for the background check, which is \$67.

Due to our location within Faubion School, you will also be asked to complete the PPS background check, which is free.

Endorsement Changes

Occasionally it is necessary to change an endorsement. In order for this to occur, you must complete an Endorsement /Authorization Change Form, available through your MAT advisor. A fee of \$75 will be charged for changing/adding an endorsement after the cutoff date.

Please note: Any changes made to your endorsements may cause a delay in your practicum and/or student teaching placement.

Graduation Applications

Students are required to complete their graduation application form two semesters prior to graduating. These forms will be completed on myCU. Students are responsible for completing the application forms correctly and completely. This form is critical, as it will guarantee your place in commencement.

Textbooks

Each course has a course reference number (CRN), which will help you identify the required textbooks for your classes. Textbooks may be purchased online through our bookstore partner, MBS Direct: <http://bookstore.mbsdirect.net/cu-portland.htm> or via other providers.

Library Information

Hours for the George R. White Library and Learning Center are as follows:



Day	Summer Term	Fall/Spring Terms
Monday-Thursday	7:00 am-10:00 pm	7:00 am-1:00 am
Friday	7:00 am-10:00 pm	7:00 am-10:00 pm
Saturday	7:30 am-10:00 pm	7:30 am-10:00 pm
Sunday	noon-8:00 pm	noon-1:00 am

Link for useful library information:

<http://libguides.cu-portland.edu/content.php?pid=200595>

Contact www.cu-portland.edu/library or 503-280-8507 for additional information.

FAUBION PROTOCOLS & PROFESSIONALISM

Since College of Education courses are held within Faubion School, we always want to be respectful of our surroundings and model appropriate behaviors for Faubion students.

Safety & Security

*Remember to wear your Concordia badge **at all times** within the building.* This practice is imperative for the safety of Faubion students, and all faculty and staff members. Your badge also grants you easy access to the building. If you lose your badge, please immediately contact the Tech Service Center in Hagen so that they can cancel the card's security access and issue you a new one. Furthermore, every beverage container must have a lid, per Faubion's safety policy.

Dress for Success

While many of us love wearing yoga pants or basketball shorts, it is essential to wear appropriate attire for exhibiting yourself as a professional educator. Also, it is against Faubion policy to wear baseball caps, so please refrain from wearing those as well.



Restrooms

Do not use the children's restrooms. There are restrooms available for adults on each floor of the building.

Be Mindful

It is important to maintain your professionalism in all circumstances. Avoid profane language and regulate your volume in the hallways.

THE 3 to PhD COMMUNITY – RESOURCES

Kaiser Permanente Wellness Center (Medical & Dental)

Located on Main Street, all Concordia students, as well as Faubion students, are eligible for care. Kaiser Permanente will bill each patient's insurance company. Appointments can be scheduled by calling the clinic during business hours, Mon-Fri, 7 a.m.-4 p.m. at 503-916-5908. Please refer to <http://3tophd.org/wellness-center/> for more information.

Basics

A small grocery store located on Main Street. Here you can buy essential items and plenty of healthy and organic items at just above cost.

TESTING REQUIREMENTS

All testing must be completed prior to your clinical experiences. Elementary candidates must pass the NES Elementary Education Exam, Subtests I and II, as well as the ORELA Civil Rights Exam #008. Secondary candidates must pass their content-area (endorsement) exams and the ORELA Civil Rights Exam #008. **Students who do not have the necessary passing scores may not begin their clinical experiences until their testing is complete.**



Take your tests as soon as possible. Remember to list Concordia University and TSPC as recipients of all test scores. For additional testing information, see the website links located in the back of this handbook.

Checklist

Exam	Date Taken	Score(s)	Pass/No Pass
NES Elem. Ed Test: Subtest I Subtest II			
Secondary Subject Area # 1: _____			
Secondary Subject Area # 2 _____			
ORELA Civil Rights Exam #008			
30 Hour Field Exp.			

***Date fingerprinting completed and submitted to MAT advisor

MAT COURSES

Elementary Program:

MAT 501: Issues and Ethics



MAT 503: Planning & Instruction
MAT 536: Evaluation and Assessment of Learning
MAT 548: Classroom Management
MAT 556: The Whole Child and Learning
MAT 560: C & I Math
MAT 563: C & I Reading and Language Arts
MAT 567: C & I Integrating Social Studies, Science and the Arts
MAT 590: Differentiating for the Learning Community
EDEL 531: Strategies and Materials for Teaching English Language Learners
MAT 551: Practicum
MAT 592: Student Teaching

Secondary Program:

MAT 501: Issues and Ethics
MAT 506: Planning & Instruction
MAT 533: Technology in the Secondary Classroom
MAT 537: Evaluation and Assessment of Teaching & Learning
MAT 549: Classroom Management
MAT 557: The Adolescent Learner
MAT 590: Differentiating for the Learning Community
EDEL 531: Strategies and Materials for Teaching English Language Learners
MAT 553: Practicum
MAT 593: Student Teaching

Plus one or two of the following, depending on endorsements:

MAT 570: PE Methods*
MAT 571: Health Methods
MAT 572: Math Methods
MAT 573: Science Methods
MAT 574: English Language Arts Methods
MAT 576: Social Studies Methods
MAT 577: Business and Marketing Methods
MAT 578: World Language Methods

**Standalone endorsement, requires a PE program*



Course Grades

Students must be in good standing at all times during the MAT program. In order to pass a class, students must receive a grade of a B- or higher. Students must also maintain a minimum overall GPA of 3.0 for the program. Failing a course is grounds for dismissal from the MAT Program.

MAT Grading Scale*

Percentage	Grade
96-100%	A+
93-95%	A
90-92%	A-
87-89%	B+
84-86%	B
80-83%	B-
77-79%	C+
74-76%	C
71-73%	C-
67-70%	D+
64-66%	D

**Students must score an 84% or higher in order to pass a class. Any grade below B- is considered non-passing at the graduate level.*

Attendance Policy

Attendance and punctuality are required for all MAT courses. In situations that necessitate an absence, notify the instructor **prior** to class if possible. Please note that tardiness or absenteeism may affect your grade and candidates who miss more than 25% of the total class time must retake the course. If you have questions about this policy, consult your instructor.

Special Issues

Please contact your instructor at the first sign of an issue. Waiting until the end of the semester or approaching someone else with the problem does not correct it, or help develop positive relationships. Be "solution-focused" and solve problems together!



Learning Disabilities & Accommodations

Your experience in this class is important to me. If you have already established accommodations with Disability Support Services (DSS), please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through DSS, but have a psychological/learning/physical disability that requires accommodations, you are welcome to contact DSS at 503-280-8515 or disabilitysupportservices@cu-portland.edu. Reasonable accommodations are established through an interactive process between you, your instructor(s), and DSS. It is the policy and practice of Concordia University to create inclusive and accessible learning environments consistent with federal and state law. Please be informed that course lectures may be recorded, when necessary, to fulfill a disability accommodation. Please visit the DSS webpage for further ADA information: <http://www.cu-portland.edu/dss>.

**Please note: You have seven years from the date you begin the MAT program to complete your coursework and clinical experiences (should you decide to defer or take a hiatus). After seven years, the coursework is nullified, and you would need to restart the program.*

Course Descriptions

MAT 501 - Issues and Ethics (3 Credits) This course reviews myriad educational trends and issues that impact teaching and learning. It also explores how and why to promote character development among students, and focuses on the importance of professional ethics. The course addresses systemic inequities, bias, and other factors that serve as barriers to students in the current educational system. This course is highly interactive and employs team presentations, robust discussion, and small-group learning.

MAT 503 – Planning & Instruction - Elementary (3 Credits) This course is designed to equip elementary education candidates with skills for student-centered instruction. These include best practices in unit planning, lesson



planning, teaching strategies and presentation methods. In addition, this course introduces the edTPA portfolio process.

MAT 506 – Planning & Instruction - Secondary (3 Credits) This course is designed to equip secondary education candidates with skills for student-centered, culturally responsive instruction. These include best practices in unit planning, lesson planning, teaching strategies and presentation methods. In addition, this course introduces the edTPA portfolio process.

MAT 533 –Technology in the Secondary Classroom – Secondary (3 Credits) This course is designed to equip pre-service teachers with the knowledge and skills needed to integrate 21st century technology for the K-12 classroom. Not only will students be tasked with understanding the philosophy behind technological integration as a way to augment pedagogy, they will also be expected to demonstrate proficiency if not mastery in how to implement technology in their future classroom. In addition to using technology as a teaching tool, students will be expected to provide evidence of their own ability to help K-12 students utilize technological tools to advance their own learning.

MAT 536 - Evaluation and Assessment of Learning - Elementary (3 Credits) This course examines a variety of assessment tools and methods that impact the practices of classroom teachers. As a result of this course, candidates will acquire a foundational understanding of assessment literacy and application within the education profession.

MAT 537 - Evaluation and Assessment of Learning - Secondary (3 Credits) This course examines a variety of assessment tools and methods that impact the practices of classroom teachers. As a result of this course, candidates will acquire a foundational understanding of assessment literacy and application within the education profession.

MAT 548: Classroom Management - Elementary (3 Credits) This course prepares candidates to organize and manage all aspects of a classroom: discipline, scheduling, student assessment, record keeping, grouping, classroom environment and curriculum. Candidates will develop the skills needed to foster a positive image of schools and teachers to parents and the general public through parent conferences, parenting workshops, and the like. In addition, this course will prepare candidates to work with



students and families with special needs. Lastly, candidates will learn about management in the elementary school gym, via physical education.

MAT 549: Classroom Management - Secondary (3 Credits) This course prepares candidates to organize and manage all elements of the secondary classroom. The topics include a review of major discipline models, the management of teacher stress, the development of effective parent communication skills, and the need to establish a healthy classroom rapport that promotes student learning. The class will also prepare candidates to work with students and families with special needs.

MAT 551 - Practicum: Elementary (3 Credits)

MAT 553 - Practicum: Secondary (3 Credits)

MAT 556: The Whole Child and Learning - Elementary (3 Credits) This course explores the development of the whole child from early childhood through early adolescence. Students will consider biological and environmental influences that impact the lives of children as development levels across domains are addressed. With this understanding, students will investigate a variety of learning theories and practices and develop a personal pedagogy for teaching.

MAT 557: The Adolescent Learner - Secondary (3 Credits) This course explores the development of the adolescent through the middle school and high school years. Candidates will consider biological and environmental factors that impact physical, cognitive, social, and emotional development, with special attention given to the environmental influences that often make adolescence a time of stress. With this understanding, candidates will investigate various learning theories and practices and develop a personal pedagogy for teaching.

MAT 560: Curriculum and Instruction: Math - Elementary (3 Credits) This course prepares candidates for the role of teaching math in the preschool and elementary classroom. Candidates are provided with a varied repertoire of skills and methods for teaching math in a way that is interesting, engaging, and informative, but that also meets the goals and objectives of the state, the school, and the teacher. In addition, the candidate will develop lesson plans and a unit plan in math.



MAT 563: Curriculum and Instruction: Reading and Language Arts - Elementary (3 Credits) This course provides candidates the knowledge and resources necessary to provide pre-K – 8 instruction and assessment in reading, writing, speaking and listening. It helps candidates understand the essential components of the reading and writing process, gives them reliable procedures and resources for teaching beginning and developmental reading, equips them to use a diagnostic teaching approach to literacy, and introduces them to various instructional tools and methods that meet the diverse needs of learners, including students with indicators of dyslexia.

MAT 567: Integrating Social Studies, Science and the Arts - Elementary (3 Credits) Through this course, teacher candidates will develop skills in content integration, using science and social studies as themes for planning. Candidates will be provided with a varied repertoire of teaching skills and methods for integrating social studies, science, and the arts in a manner that is interesting, engaging, and informative. Support will be given as candidates develop an integrated unit plan that aligns with current National and State standards.

MAT 570: PE Methods - Secondary (3 Credits) This course focuses on ways in which education candidates can best develop Physical Education skills for the middle and high school student. Candidates are exposed to PE standards, and are provided detailed support in developing engaging activities, lessons, and edTPA elements that integrate current best practices into PE classroom instruction. Curricular materials, and appropriate techniques and procedures for effective middle and high school health and physical education programs are also reviewed.

MAT 571: Health Methods - Secondary (3 Credits) This course focuses on ways in which education candidates can best develop health education skills for the middle and high school student. Candidates are exposed to health standards, and are provided detailed support in developing engaging activities, lessons, and edTPA elements that integrate current best practices into health classroom instruction. Curricular materials, and appropriate techniques and procedures for effective middle and high school health programs are also reviewed.

MAT 572: Math Methods - Secondary (3 Credits) This course focuses on ways in which education candidates can best develop skills for teaching mathematics at the middle and high school levels. Candidates are exposed to math standards, and are provided detailed support in developing engaging activities, lessons, and edTPA elements that integrate current best practices into math classroom instruction. Curricular materials, and appropriate techniques and procedures for effective learning and assessing are also reviewed.

MAT 573: Science Methods - Secondary (3 Credits) This course focuses on ways in which education candidates can best develop science skills for the middle and high school student. Candidates are exposed to science standards, and are provided detailed support in developing engaging activities, lessons, and unit plan elements that integrate current best practices into science classroom instruction. Curricular materials, and appropriate techniques and procedures for effective learning and assessing are also reviewed.

MAT 574: English Language Arts Methods - Secondary (3 Credits) This course is designed specifically for those candidates who intend to teach The English Language Arts (ELA) in the middle school, junior high school, or high school. It will explore literature—both fiction and non-fiction, writing strategies, and speaking and listening skills. The Common Core State Standards (CCSS) will provide the impetus for the content that is covered. The venues for the integration of literacy across the disciplines will be a focus.

MAT 576: Social Studies Methods - Secondary (3 Credits) This course provides candidates with a framework for teaching Social Studies in middle and high school classrooms. The curriculum reviews current research in the integration of disciplines and current Oregon and Washington Standards. Numerous activities, strategies, and curricula that model effective instruction are demonstrated and practiced giving students valuable approaches and ideas they can use in the classroom.

MAT 577: Business and Marketing Methods - Secondary (3 Credits) This course focuses on the methods in which education candidates can best develop skills for teaching Business and Marketing at the secondary level. Candidates are provided detailed support in developing engaging activities,

lessons and unit plan elements that integrate current best practices into business classroom instruction.

MAT 578: World Language Methods - Secondary (3 Credits) This course focuses on the methods in which education candidates can best develop skills for teaching World Languages at the middle and high school level. Candidates in this course are provided detailed support in developing engaging activities, lessons and unit plan elements that integrate current best practices into world language classroom instruction. Curricular materials and appropriate techniques and procedures for effective middle and high school world language programs are also reviewed.

MAT 590: Differentiating for the Learning Community - Secondary (3 Credits) This course helps teacher candidates consider a variety of student backgrounds and needs. It includes research and strategies that promote differentiated instruction, cultural responsiveness and community building within the general-education classroom.

EDEL 531: Strategies & Materials for Teaching ELL (3 Credits) This course helps candidates develop skills needed to teach content to speakers of other languages, such as the ability to implement various methods of language teaching, the assessment of student proficiency in second language use, and the ability to involve parents and the community in second language education programs.

MAT 592 - Student Teaching: Elementary (6 Credits)

MAT 593 - Student Teaching: Secondary (6 Credits)

CLINICAL EXPERIENCES



You will work directly with our Placement Office for your clinical experiences. Although they do welcome your input they are not able to guarantee a particular school or district.

Remember...

- Fingerprints and background checks must be cleared through TSPC prior to volunteering in a setting with children or youth, or prior to your clinical experiences
- All testing must be complete prior to clinical experiences
- Check the Placement Office’s website for clinical handbooks, edTPA resources, student teaching forms and policies, besides many other documents. <http://concordiastudentteaching.com>
- Be sure to attend information sessions and orientations sponsored by the Placement Department to keep informed
- Please note that receiving a “No Pass” for a clinical experience will result in dismissal from the MAT program

Practicum

- During the practicum experience you will spend approximately 7-8 weeks in the classroom (*Schedules vary by program.*)
- You will begin by observing and gradually work up to teaching at least half the day; *the exchange of classroom leadership is unique to each student’s situation.* Concordia believes in co-teaching
- Your cooperating teacher (CT) is an experienced teacher who willingly shares their classroom
- Your CU supervisor will mentor and evaluate your performance
- You will write and implement an edTPA portfolio (a unit plan of instruction)

Student Teaching

- Student Teaching is at least a 12-week, full-time experience
- You will begin with observation, then gradually take over as the full-time teacher for approximately 9 of the 12 weeks that you are in this experience; *The exchange of classroom leadership is unique to each student’s situation*



- Your cooperating teacher (CT) is an experienced teacher who willingly shares their classroom
- Your CU supervisor will mentor and evaluate your performance
- You will write and implement an edTPA portfolio (a unit plan of instruction)

Professional Day

During your student teaching, the College of Education will host a Professional Development Day, which will include:

- Mock interviews with current and former school administrators
- Résumé tips
- Information on post-grad opportunities and jobs

CONCLUDING THE MAT PROGRAM

Commencement

You will be sent a link from the Registrar’s office with information about graduation, from getting tickets to lining up for the ceremony.

Applying for Your Teaching License

Upon successful completion of student teaching and edTPA submission, your supervisor will submit all required documentation to the Placement Office. A grade of “Pass” will be entered. You will see this posted in myCU. Once the passing grade has been posted, the Registrar will award your official degree.

Once your grade of “Pass” is posted and your degree has been awarded (also reflected on myCU), contact COELicensure@cu-portland.edu to begin the licensure process. The certification officer will verify that you have completed all testing and licensing requirements. Upon verification of all necessary requirements, a recommendation for licensure will be submitted to TSPC.



You will be notified when your recommendation for licensure is submitted. You may then apply and pay online at the link we will provide you. The current fee for licensure is \$150.

Washington Licensure

Once you are eligible for an Oregon License you may begin the process for Washington. You will need to the certification officer at COELicensure@cu-portland.edu for assistance with the Washington State licensing procedure. Please know that additional testing may be required once you receive your Washington license.

HELPFUL WEBSITES

Concordia Homepage	www.cu-portland.edu
Concordia Intranet	http://intranet.cu-portland.edu/
Placement Website	www.concordiastudentteaching.com
Concordia Catalog	http://www.cu-portland.edu/catalog/Catalog.pdf Course descriptions, Concordia policies, information for Graduate students
Refund & Repayment Policy	www.cu-portland.edu/financialaid/refund_repayment.cfm
TSPC (Teacher Standards & Practices Commission)	www.oregon.gov/tspc
Pearson (NES) and ORELA Testing	http://www.orela.nesinc.com/
Praxis Testing	www.ets.org/praxis
edTPA	http://www.edtpa.com/



Washington State licensure: OSPI	www.k12.wa.us/certification/teacher/residency.aspx
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ACRONYMS

TSPC	Teacher Standards and Practices Commission	Oregon's licensing agency. Governs all teacher education programs within the state.
MAT	Master of Arts in Teaching	Full time, 11-month program
MATE	Master of Arts in Teaching (Evening)	Part time, 22-month program
CSTAPE	Concordia Student Teaching and Practicum Evaluation	The official evaluation form that will be filled out by your cooperating teacher and supervisor after your clinical experiences are complete.
COE	College of Education	Faubion & Concordia University Building

CONCORDIA CONTACT INFORMATION

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Licensure/Certification Officer	COELicensure@cu-portland.edu
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Lee Ila Lewis Asst. Director, Placement	leelewis@cu-portland.edu 503.493.6338
Technology Service Center	support@cu-portland.edu 503.493.6300
Campus Safety	503.280.8517
Financial Aid	finaid@cu-portland.edu 503.280.8514
Student Accounts (Billing)	studentacct@cu-portland.edu 503.280.8503
Counseling Services	http://www.cu-portland.edu/student-affairs/counseling-services 503.493.6499 and press 1
Learning Disabilities and Accommodations	disabilitysupportservices@cu-portland.edu 503.280.8512
Veteran Affairs	vets@cu-portland.edu
Equity Compliance	ahagen@cu-portland.edu 503.280.8515
Library	503.280.8507
COE Fax	503.493.6212
Bookstore	http://www.cu-portland.edu/student-affairs/bookstore
Registrar	registrar@cu-portland.edu
Information Office	503.288.9371

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