# ACE M.ED. PROGRAM HANDBOOK
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References
Conceptual Framework of the Alliance for Catholic Education

1.1 Historical Perspective

The University of Notre Dame and K-12 Catholic Schools

The University of Notre Dame has a commitment to K-12 Catholic education that began nearly eighty years before the inception of the Alliance for Catholic Education through a summer institute that invited women religious from orders throughout the United States to pursue their studies on campus. This program, founded in 1918, conferred 4,600 degrees on women religious by 1971. The sisters’ participation and presence created a mutual exchange of gift and opportunity for both the University—which was experiencing a decreased summer enrollment due to war and the Great Depression—and the orders called to serve the Church’s children through Catholic education as teachers and administrators in parochial schools.

When the University closed its Department of Education in the early 1970s, President Reverend Theodore M. Hesburgh, C.S.C. was convinced the time would come when Notre Dame would become reinvested in the field of education, for the mission of education was an integral part of the life of the University and preparing future leaders in education was too great a service to abandon.

The 1990s witnessed an unprecedented and growing awareness of the strengths of American Catholic schools. For example, Bryk, Lee, and Holland’s (1993) Catholic Schools and the Common Good developed the case that Catholic high schools are more successful than public high schools because of their sense of community and academic focus. Despite population shifts and financial pressures, Catholic schools have made heroic efforts to stay open in inner cities and to serve mainly poor and minority students, many of them non-Catholic. Today, minorities and non-Catholics make up a higher percentage of Catholic school students than they did a decade ago (McDonald & Schultz, 2014). In fact, the average Catholic school educates a more racially diverse population than its public school counterpart. Moreover, many students who would be “disadvantaged” in public school environments thrive in Catholic schools.

At the same time, ironically, many leading Catholic educators recognize an impending crisis. The numbers of men and women choosing religious vocations, many of whom in the past served Catholic education as teachers and administrators, are diminishing. There is a very real need to attract and prepare talented and committed young people to teach and lead the roughly 6,600 Catholic schools (McDonald & Schultz, 2014) across the nation. Such preparation requires not only academic depth and excellence, but also understanding about how to foster community in schools, especially in ways that stimulate the intellectual and ethical development of students.

Subsequently, Notre Dame recommitted itself to playing a major role in the revitalization of America’s Catholic schools through the Alliance for Catholic Education. This commitment humbly stands on the shoulders of the thousands of vowed men and women who gained professional expertise at Notre Dame in the middle part of the last century to sustain, strengthen, and transform K-12 Catholic education in the United States.
ACE Teaching Fellows
In 1993, under the direction of the Reverend Timothy R. Scully, C.S.C., and the Reverend Sean McGraw, C.S.C., the University of Notre Dame re-entered the field of education through the development of what is now known as the Alliance for Catholic Education (ACE) Teaching Fellows. ACE Teaching Fellows is an innovative and nationally recognized teacher preparation program that leads to a Master of Education Degree (M.Ed.) and an initial teaching license. The Alliance for Catholic Education recruits, educates, places, and supports talented college graduates from fields such as arts and letters, engineering, business and science to teach in approximately 100 under-resourced K-12 schools in fourteen states throughout the country. In its first 20 years, more than 1,500 teachers have been formed in ACE in the areas of elementary education, social studies, English, foreign language, math, and science.

ACE Teaching Fellows is one of four graduate level licensure programs in ACE. The others are the Mary Ann Remick Leadership Program, a Master of Arts in Educational Leadership degree program that prepares individuals for the ministry of Catholic school leadership, and two licensure preparation programs: Teaching Exceptional Children and English as a New Language.

1.2 ACE Mission

The University of Notre Dame’s Alliance for Catholic Education (ACE) sustains, strengthens, and transforms K-12 Catholic education. Responding to the social teachings of the Church, ACE serves the common good by giving priority to under-resourced schools that serve needy, frequently minority, students and families.

At the heart of ACE are the recruitment, education, and formation of faith communities of talented and committed teachers and leaders to revitalize Catholic schools across the country. ACE also leads a growing national movement of colleges and universities in collaboration with diocesan school systems to serve P-12 Catholic education by preparing teachers and principals and by developing research-based reform for Catholic schools—reform that addresses such established needs as renewing curriculum and pedagogy, strengthening the Catholic identity and mission of schools, and resolving deep financial challenges.

1.3 ACE Pillars

The conceptual framework of all ACE Programs is based on three pillars: I) Forming Professional Educators, II) Building Community, and III) Growing Spiritually. ACE seeks to provide its candidates the preparation and formation to become professional educators, build loving communities, and live active, faithful lives.

Pillar 1—Forming Professional Educators: High quality professional preparation provides the tools for effective education. From the outset, ACE has held the conviction that its teachers/leaders must be prepared for the challenges of instructing students in Catholic schools.
Pillar II—Building Community: Central to the mission of ACE is the belief that community living calls the candidates to a deeper understanding of service to God and to one another. Community life with fellow teachers/leaders and a larger community of support enables ACE educators to share the burdens and the joys of education with others.

Pillar III—Growing Spiritually: As Catholic teachers/leaders and members of an intentional Christian community, ACE candidates are continually invited to a deeper identity with the primary model of the ACE program—Christ the Teacher. ACE educators are called to reflect upon and deepen their commitment to the ongoing development of their spiritual lives and their witness to others. The spiritual pillar of ACE motivates each ACE educator, as well as the program’s administration and faculty, to respond to the Church’s call to social justice, specifically the call to service of the poor and marginalized of our society. Lastly, ACE seeks to develop its candidates as genuine and effective role models of moral and ethical lives.

ACE seeks to form Catholic educators who integrate their personal, communal, professional, and spiritual lives in their journey to answer the Holy Spirit’s call to serve. Based on the three pillars of ACE, all licensure programs provide:
- A standards-based professional education while teaching in Catholic schools,
- Participation in community as a foundational concept in education, and
- The development of spirituality and beliefs and an understanding of the importance of ethical development in children.

1.4 ACE Root Beliefs
The faculty serving the Alliance for Catholic Education possess a set of core beliefs. Many are beliefs that are shared with other educators, while few are more uniquely Catholic. These beliefs align to ACE’s three pillars and support the foundation and mission of the Alliance for Catholic Education.
1. ACE believes that growth as a professional educator requires rigorous study of research and contemporary practices; praxis to implement and refine learning through reflection and systematic evaluation; and commitment to life-long learning.

2. ACE believes that educators are called to serve the common good and should be prepared to meet academic, emotional, communal, and spiritual needs of students working collaboratively with families and other professionals.

3. ACE believes that effective educators create an environment that meets diverse needs because they understand learning is a complex endeavor that occurs in a variety of ways.

4. ACE believes that a vibrant and healthy school community promotes shared responsibility of families, faculty, staff and administration in supporting students in their academic, emotional, communal, and spiritual development.
5. ACE believes that every child is made in the image and likeness of God and that Catholic schools have the important responsibility and unique capacity to contribute to student formation in meeting their diverse needs.

1.5 The ACE M.Ed. Program

Framed by the Mission, History, and Root Beliefs of ACE, the M.Ed. Program’s purpose, root beliefs, and core values inform its curriculum, processes, and expectations.

1.5.1 Purpose:

The purpose of ACE Teaching Fellows is to form diligent, imaginative, and effective teachers dedicated to helping students develop their potential by providing a rigorous and fully integrated course of graduate study informed by contemporary social sciences, classroom perspectives, and educational research.

1.5.2 Root Beliefs:

Great teachers are dedicated to continuous improvement.
What this means for ACE Teachers: Transformational classroom leaders are fully invested in the enterprise of growing as a professional educator. As such, ACE Teachers immerse themselves in the study and practice of planning, executing, and evaluating instruction in order to meet the diverse learning needs of students.

Community animates professional practice and personal growth.
What this means for ACE Teachers: ACE’s formation framework is grounded in cultivating vibrant community in all areas of one’s growth as we attempt to imitate Jesus in our classrooms and everyday lives.

Service through teaching draws us closer to Christ the Teacher.
What this means for ACE Teachers: Attention to spiritual growth challenges ACE Teachers to embody increasingly more fully Christ's person and teachings, both to the students they serve and to the peers with whom they live and work.

1.5.3 Core Values:

The ACE M.Ed. promotes academic excellence, learning in community, and the spiritual/ethical development of candidates so that they might seek, persist, excel, love, and serve.

Seek ACE Teachers readily pursue opportunities to improve their practice, and they foster a life-long love of learning in the children they serve.
<table>
<thead>
<tr>
<th>Persist</th>
<th>ACE Teachers do whatever it takes to meet the diverse learning needs of their students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel</td>
<td>ACE Teachers find ways to unlock the potential of the students entrusted to their care. They assume leadership roles in their schools and communities, as well as contribute to the growth of their colleagues, their school, and the teaching profession.</td>
</tr>
<tr>
<td>Love</td>
<td>ACE Teachers help build vibrant community in their homes, schools, and classrooms.</td>
</tr>
<tr>
<td>Serve</td>
<td>ACE Teachers model their professional practice on Christ the Teacher, and they work to promote ethical development and self-gift in the young people that they serve.</td>
</tr>
</tbody>
</table>
2.0  The M.Ed. Curriculum

2.1  Program Overview

The M.Ed professional education training spans two years and integrates graduate-level coursework with immersion in service teaching.

First-Year
During eight weeks of summer coursework, ACE Teachers live and study together at Notre Dame. They spend their mornings serving as practicum students in the greater South Bend area public and diocesan schools. They then integrate their experiences with graduate level courses in foundations and methods in the afternoons. Both components utilize a scaffolded approach to introduce and provide practice of targeted general and content-specific teaching practices. Program approaches include observation of teaching, collaborative and independent planning, microteaching and practicum teaching, video analysis, critical and reflective writing. During the academic year, ACE Teachers serve full time as teachers of record while taking online courses. They are supported through supervised teaching.

Second Year
ACE Teachers return to Notre Dame their second summer for an additional seven weeks of coursework. While the primary focus of Summer I is instructional practice and use of ongoing assessment, the focus of Summer II is curriculum and data-based decision making. Taken together, ACE Teachers learn to manage the important relationship between strong planning, effective practice, and use of assessment to evaluate and improve both. Following the summer, ACE Teachers return to their schools to teach a second year with continued support through supervised teaching and online courses. The two-year course sequence ends with a culminating capstone seminar that integrates study and praxis through completion of a professional growth project, annotated videos of instructional performance and a capstone reflection.

2.2  Aims

The ACE M.Ed. has three aims:
1. To provide standards-based professional education
2. To develop participants’ understanding of community as a foundational concept in education
3. To support ACE participants as they develop their own spirituality and understandings of moral/ethical development

2.3  Processes

Candidates take courses that develop the knowledge, dispositions, and performances specified in performance indicators that incorporate the IPSB Developmental Standards. These courses promote the academic development of students, teacher understanding of how community can be fostered in schools to enhance educational development, and candidate expertise in stimulating spiritual and ethical development of students.
Candidates live in communities of young teachers who are learners. ACE Teachers participate as a large group in many community experiences during the summer school and co-construct an intentional Christian community during the school year. The candidates in this program become complete members of their school communities. During the summer, faculty will also be part of the learning community, with faculty in this program selected as appropriate models of teacher educators who value academic excellence, learning in community, and the spiritual/ethical development of teachers.

Candidates receive high quality field experiences during practicum (Summer I) in the South Bend area and during their two years of immersion in teaching in the South, Southwest, Midwest, and West.

Over their two years of participation in the program, candidates construct performance evidence through their Supervised Teaching, Clinical Seminar and content classes, documenting their growth as teachers who can plan instruction, execute instruction, and evaluate their instruction and its effects on students.

### 2.4 Outcomes (Exit Criteria)

ACE Teachers complete their courses with high proficiency. An overall minimum grade point average of 3.00 is required. Grades of A and B are to be awarded only to those candidates in a course who demonstrate mastery of the following: the relevant IPSB Developmental Standards, dispositions conducive to an effective teacher as grounded in theory and research, their growth as a teacher from courses of study, and related academic experiences demonstrated through performance. Through courses, increases in pedagogical knowledge, understandings of how communities of learners can be created in schools, and understandings about how spiritual and ethical development are stimulated. Additionally, the portfolio process serves to document not only increasing academic knowledge but also understandings about community and spiritual/ethical development.

Supervisors provide evaluations of participants using a rubric based on **Performance Indicators**. From the beginning and with increasing emphasis over the two years, the rubric examines the extent of candidate learning in the classroom. This same rubric calls for continuous evaluation of candidates’ abilities to develop communities of learners and to stimulate spirituality and ethical development in students. The expectation is that all candidates will provide unambiguous evidence to their supervisors of deep understanding of and commitment to excellence in planning and instruction, as well as in developing a strong sense of community in their classrooms.

Successful completion of Supervised Teaching and the Clinical Seminar with an average of 3.0 is required.

For licensure, passing scores on the appropriate Pearson exams are required.
2.5 Program Evaluation

The ACE M.Ed. Initial Licensing Program views program evaluation as necessarily manifold. Internal programmatic review and data gathering are utilized to better recruit and train teachers. Holistic and outward-looking data analysis provides comparisons with national standards of teacher training practice. What follows are generalized, though not exhaustive, instances of evaluation to which we are committed.

Twice during the school year, the administrators of schools employing ACE M.Ed. participants provide evaluations of the success of these teachers in their schools, therefore reflecting the success of the program. These data are, in turn, evaluated by members of the M.Ed. faculty in order to drive program improvement as well as to improve collaboration with schools and faculties in keeping with the notion of the ‘alliance’ formed with dioceses.

In an annual survey, administrators of schools employing ACE M.Ed. candidates and ACE graduates rate them relative to teachers of comparable experience. These data are used as growth measures over the course of a teacher’s career and allow the program to develop comparative analysis with peer and other institutions that prepare teachers.

Student classroom level data, when available, are collected for the purpose of informing program improvements and to provide benchmarks for M.Ed. faculty when considering the development of candidates across the two-year teaching experience. These are used to help teachers deepen the uses of classroom assessments, both formative and summative, as part of a culture marked by continuous improvement.

The Director of the M.Ed. and relevant faculty systematically review course elements with an aim towards program improvement and realignment. All syllabi are aligned with Indiana State Developmental Standards and maintain references to the manners in which standards are both addressed and assessed within and by a given course.

Faculty of the M.Ed. Program develop, monitor, and evaluate curriculum and program assessment products and processes. This includes evaluating the mastery of the Indiana Developmental Standards within courses as well as in classroom practice.

The ratings of classroom proficiency levels of the Performance Indicators (PIs) are collectively analyzed to determine strengths and weaknesses in classroom practice. Faculty anticipate devising a plan to remedy any shortcomings. PI data are also disaggregated and analyzed for the sake of the following:

- Identifying trends across cohort groups as a way of aiding the pastoral administrative team in identifying effective future candidates during the application review process.
- Providing longitudinal data that can be used for program development and alteration.
- Targeting specific skills deemed necessary for teachers.

ACE Teachers evaluate the program particularly with respect to the extent the program has prepared them in each of the Indiana Developmental Standards and the three pillars of the ACE
M.Ed. conceptualization (i.e. Forming Professional Educators, Building Community, and Growing Spiritually).

2.6 M.Ed. Education Courses

The following are course descriptions for the ACE M.Ed. courses.

**EDU 60020 Introduction to Teaching (1 cr):** An introduction to the meaning and practice of contemporary teaching, including classroom organization and management, and to historical highlights in public and Catholic education. First Summer

**EDU 650322,4,6 Practicum (2 cr):** An intense practicum in the South Bend area schools during the summer. The experience will include approximately 5-6 weeks of closely supervised teaching experience as well as weekly reflections on that experience. Extensive planning of instruction is required. First Summer

**EDU 60040 Introduction to Computers in Education (1 cr):** Introduction to best practices of educational computing via hands-on experience with productivity/instructional software and hardware through interactive online modules involving lectures, readings, and discussion forums. First Summer

**EDU 60060 Teaching in Catholic Schools (1 cr):** An overview of six core topics of Catholic teaching with a discussion of their influence and impact on Catholic school culture and teaching. First Summer

**EDU 60070 Teaching Religion in Catholic Schools (1 cr):** An overview of six core topics of Catholic teaching along with initial planning with grade level master teachers to teach these topics in Catholic schools. First Summer

**EDU 60102 Effective Elementary Classroom Teaching (2 cr):** The development of knowledge, skills and dispositions essential for elementary teachers: lesson and unit planning, yearly planning, cross-curricular planning, and effective teaching strategies in the K-6 classroom. Topics will also include grouping for instruction and differentiated instruction, motivation, effective use of learning centers, texts, student learning standards, and multiple resources. First Summer

**EDU 60132 Mathematics in Elementary Education I (2 cr):** The effective use of teaching materials and strategies in the elementary classroom (K-6) for the teaching of mathematics. Readings will be selected from the National Council of Teachers of Mathematics. First Summer

**EDU 60142 Reading and Language Arts in Elementary Education (3 cr):** An integrated approach to literacy instruction designed to help children make sense of the world through literacy expression of all language arts elements including grammar, spelling, writing, and speaking and listening skills as well as continuing their understanding of essential reading components using quality children’s literature. Course content will also focus on assessment with
readings on current research, practice in constructing traditional and performance assessments in relation to stated unit goals, and analyses of results to inform future planning and instruction.

Second Summer

**EDU 60162 Content Methods for Elementary Education (2 cr):** A program of reading which will enable participants to develop effective units of study which integrate reading, writing, mathematics, social studies and science. Readings will be selected from the publications of the major professional associations in elementary curriculum.

Second Summer

**EDU 60172 Assessment in Elementary Education (2 cr):** Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Elementary Education. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.

Second Year Internet Course

**EDU 60182 Teaching of Reading (3):** An exploration of the research and instructional strategies of reading instruction including emergent literacy, reading readiness, phonemic awareness, phonics, word recognition, vocabulary development, fluency, cultural literacy, and reading comprehension, as well as particular strategies for reading remediation.

First Summer

**EDU 60204 Introduction to Middle School Teaching (3 cr):** An introduction to the culture and dynamics of the middle school classroom. Central to the course is instructional planning that emphasizes unit planning based on goals derived from state standards and assessments that measure student progress in meeting these goals. Lesson planning based on unit goals focus on an integrative survey of strategies and methods that lead to effective daily instruction.

First Summer

**EDU 60256 Introduction to High School Teaching (3 cr):** An introduction to the culture and dynamics of the high school classroom. Central to the course is instructional planning which emphasizes unit planning based on goals derived from state standards and assessments that measure student progress in meeting these goals. Lesson planning based on unit goals focus on an integrative survey of strategies and methods that lead to effective daily instruction.

First Summer

**EDU 60312 Teaching Diverse Learners in Childhood: Foundations and Methods (3 cr):** A survey in exceptionality with emphasis on the elementary-aged child is followed by in-depth study of the common learning problems in the elementary grades, especially reading, writing and mathematics disability. Both teaching strategies and assessment are considered.

Second Summer

**EDU 60324 Teaching Diverse Learners in Early Adolescence: Foundations and Methods (3 cr):** A survey in exceptionality with emphasis on the middle grades child is followed by in-depth study of the common learning problems in the middle school, especially reading, writing and mathematics disability. Both teaching strategies and assessment are considered.

Second Summer
EDU 60336 Teaching Diverse Learners in Adolescence: Foundations and Methods (3 cr): A survey in exceptionality with emphasis on the high school student is followed by in-depth study of the common learning problems in the high school, especially reading, writing and mathematics disability. Both teaching strategies and assessment are considered.

Second Summer

EDU 60410 Topics in Educational Psychology (2 cr): Readings and reflections on topics in Educational Psychology relevant to the experiences of first year teacher: The course is divided into four sections, each covering a different topic and supervised by one of the faculty members: (1) Student Culture (2) Teaching and learning (3) Motivation (4) Effective Teaching.

First Year, Second Semester Internet Course

EDU 60455 Development and Moral Education in Childhood and Adolescence (3 cr): A systematic treatment of the cognitive, social, biological, and personality development during childhood through late adolescence relating to education and an examination of the theoretical and research bases of moral development and their implications for P-12 classrooms.

Second Summer

EDU 63500 Integrative Seminar (1 cr): An integration of the professional, communal, and spiritual dimensions of the ACE program. Participants engage in active listening as well as interactive and collaborative learning exercises to integrate these pillars of ACE in their professional service to Catholic Schools.

Both Summers

EDU 60605 English/Language Arts Education I (2 cr): The development of class experiences, activities, and methods for middle and high school classrooms, with a specific focus on literacy across the content areas. Course discussions and assignments are based on readings selected from the publications of the National Council of Teachers of English and current research from peer reviewed literature on theory and practice.

First Summer

EDU 60625 Social Studies Education I (2 cr): The development of class experiences, activities, and content-specific methods for middle and high school classes, along with the integration of literacy (including reading, writing, and discussion) within social studies, all based on readings selected from the publications of the National Council for the Social Studies and current research from peer reviewed literature on theory and practice.

First Summer

EDU 60645 Foreign Language Education I (2 cr): The development of class experiences, activities, and content-specific methods for middle and high school classes, along with the integration of literacy (including reading, writing, and discussion) within foreign language, all based on readings selected from the publications of the American Council for the Study of Foreign Language and current research from peer reviewed literature on theory and practice.

First Summer

EDU 60665 Mathematics Education I (2 cr): The development of class experiences, activities, and content-specific methods for middle and high school classes, along with the integration of
literacy (including reading, writing, and discussion) within mathematics, all based on readings selected from the publications of the National Council of Teachers of Mathematics and current research from peer reviewed literature on theory and practice.

EDU 60685 Science Education I (2 cr): The development of class experiences, activities, and content-specific methods for middle and high school classes, along with the integration of literacy (including reading, writing, and discussion) within science, all based on readings selected from the publications of the National Science Teachers Association, the recently published Framework for K-12 Science Education, and current research from peer reviewed literature on theory and practice.

EDU 60705 English/Language Arts Education II (3 cr): A review of class experiences, activities and content-specific methods within the context of unit goals and assessments for middle and high school classes, based on readings selected from the publications of the National Council of Teachers of English and current research from peer reviewed literature on theory and practice.

EDU 60715 English/Language Arts Assessment (2 cr): Readings on the theories for and practice in the strategies to construct traditional and performance assessments in English/Language Arts. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to reteach core knowledge and skills will be emphasized.

EDU 60725 Social Studies Education II (3 cr): A review of class experiences, activities and content-specific methods within the context of unit goals and assessments for middle and high school classes, based on readings selected from the publications of the National Council for the Social Studies and current research from peer reviewed literature on theory and practice.

EDU 60735 Social Studies Assessment (2 cr): Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Social Studies. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to reteach core knowledge and skills will be emphasized.

EDU 60745 Foreign Language Education II (3 cr): A review of class experiences, activities and content-specific methods within the context of unit goals and assessments for middle and high school classes, based on readings selected from the publications of the National Council for the Study of Foreign Language and current research from peer reviewed literature on theory and practice.

EDU 60755 Foreign Language Assessment (2 cr): Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Foreign Language. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the
unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.  

**Second Year Internet Course**

**EDU 60765 Mathematics Education II (3 cr):** A review of class experiences, activities, and content-specific methods within the context of unit goals and assessments for middle and high school classes, based on readings selected from the publications of the National Council of Teachers of Mathematics and current research from peer reviewed literature on theory and practice.

**EDU 60775 Mathematics Assessment (2 cr):** Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Mathematics. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.

**Second Summer**

**EDU 60785 - Science Education II (3 cr):** A review of class experiences, activities, and content-specific methods within the context of unit goals and assessments for middle and high school classes, based on readings selected from the publications of the National Science Teachers Association, the recently published Framework for K-12 Science Education, and current research from peer reviewed literature on theory and practice.

**EDU 60795 Science Assessment (2 cr):** Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Science. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.

**Second Summer**

**EDU 60795 Science Assessment (2 cr):** Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Science. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.

**EDU 60795 Science Assessment (2 cr):** Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Science. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.

**Second Year Internet Course**

**EDU 60870 Religion Education I (1 cr.):** The development of class experiences, activities and content specific methods for elementary, middle and high school religion classes, based on local curricular standards and current research and theory.

**Second Summer Elective**

**EDU 60875 Supporting English Language Learners (1 cr.):** Introduction to the process of language acquisition. Additional focus upon practical pedagogical strategies for supporting English Language Learners (ELLs) at all age levels.

**Second Summer Elective**

**EDU 60880 Supporting English Language Learners II (2 cr.):** This course is designed to complement and follow EDU 60875: Supporting ELLs I. The course focus is upon key themes associated with ELL instruction: research, linguistics, applied theories, and content-based strategies.

**Second Year Internet Elective**

**EDU 65930 Clinical Seminar (1 cr):** The course focuses on the development of the teacher as a professional. Reflective analysis relative to best practices and current research is documented. Evidence is accumulated in the form of written and guided reflections, which are placed in a growing professional portfolio.

**First Year: F&Sp; Second Year: F**

**EDU 65935 Capstone Seminar in Teaching and Practice (1 cr):** This culminating course of
the ACE M.Ed. provides opportunity for integration of study and praxis through assignments to show the development of the teacher as a professional. Portfolio evidence is accumulated in the form of goal setting, a professional growth project, an annotated video showing PI mastery, and a capstone reflection.

Second Year: 

**EDU 65950 Supervised Teaching (2 cr):** The course focuses on classroom teaching. It includes the observation of classroom teaching, examination of instructional and planning materials, meetings with the ACE Teacher, mentor teacher and building principal, and the collection of field notes and evaluations for formative and summative assessment.

**EDU 67980 Special Topics (1 cr):** An exploration of issues and experiences in education.
2.7 Course Sequence

All ACE Teachers are placed in one of three developmental level curricular tracks: elementary, middle school, or high school depending on their ACE placement. Those in the middle school and high school tracks are then placed in a content area: math, science, social studies, English/language arts, or foreign language. Particular methods and content courses depend upon the assigned developmental level track.

1. First Summer (11/13 credits)

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<th>Elementary</th>
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<tr>
<td>EDU 60020 Intro to Teaching (1)</td>
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<td>EDU 65032 Practicum (2)</td>
<td>EDU 65034 Practicum (2)</td>
<td>EDU 65036 Practicum (2)</td>
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<td>EDU 60256 Intro to High School Teaching (3)</td>
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<td>EDU 60182 Tchng of Reading (3)</td>
<td>EDU 606’s Seminar in Content Area I (2)</td>
<td>EDU 606’s Seminar in Content Area I (2)</td>
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<td>EDU 60132 Math in Elem. Educ (2)</td>
<td>EDU 63500 Integrative Sem (1)</td>
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2. First School Year: all tracks (8 credits)

- EDU 65950 Supervised Teaching (2 ea. semester)
- EDU 65930 Clinical Seminar (1 ea. semester)
- EDU 60410 Topics in Educ Psychology (second semester) (2)

3. Second Summer (10/12 credits)

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<th>Elementary</th>
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<td>EDU 60312 Teaching Diverse Learners in Childhood: Foundations and Methods (3)</td>
<td>EDU 60324 Teaching Diverse Learners in Early Adolescence: Foundations and Methods (3)</td>
<td>EDU 60336 Teaching Diverse Learners in Adolescence: Foundations and Methods (3)</td>
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<tr>
<td>EDU 60455 Devel/Moral Education in Childhood and Adolescence (3)</td>
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<tr>
<td>EDU 60142 Reading and Language Arts in Elementary (3)</td>
<td>EDU 607’s Seminar in Content Area II (3)</td>
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<td>EDU 60162 Content Methods (2)</td>
<td>EDU 63500 Integrative Sem (1)</td>
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A choice of EDU 60870 Religion Education I and EDU 60875 Strategies for ELLs I, each at 1 credit, may be scheduled as an elective.

4. Second School Year: all tracks (8 credits)

- EDU 65950 Supervised Teaching (2 ea. semester)
- EDU 65930 Clinical Seminar (1 fall semester); EDU 65935 Capstone Seminar (1 sp)
- Assessment in Content Area II (1 ea. semester) (EDU 60715, 60735, 60755, 60775, 60795 Depending on specialization) OR EDU 60172 Assessment in Elementary Education (1 ea. semester)
- EDU 60880 Strategies for English Language Learners II (2) may be scheduled as an elective.
2.8 Administrators and Faculty

**Chair**

**Rev. Timothy R. Scully, C.S.C., Ph.D.** (University of California, Berkeley), Director of the Institute for Educational Initiatives; Professor of Political Science; Fellow and Trustee of the University, Institute for Educational Initiatives, 631-9002.

**Directors**

**Daniel K. Lapsley, Ph.D.** (University of Wisconsin). Coordinator of ACE Academic Programs and ACE Collegiate Professor of Psychology; Fellow of the Institute for Educational Initiatives and the Center for Social Concerns, 631-8789.

**Sr. Gail Mayotte, SASV, Ph.D.** (Boston College) Senior Director, ACE M.Ed. Fellow in the Institute for Educational Initiatives. 107 Carole Sandner Hall, 631-2492.

**John Schoenig, J.D.** (University of Notre Dame). Director, Teacher Formation and Education Policy, Fellow in the Institute for Educational Initiatives. 107 Carole Sandner Hall, 631-8709.

**John J. Staud, Ph.D.** (University of Michigan), Coordinator of Pastoral Formation and Administration, Fellow in the Institute for Educational Initiatives, Institute for Educational Initiatives, 631-7183.

**Notre Dame Faculty**

**Christine (Christie) M. Bonfiglio, Ph.D.** (Western Michigan University) Director of Professional Standards; Fellow in the Institute for Educational Initiatives, 631-3430.

**Jay W. Brandenberger, Ph.D.** (University of Pittsburgh) Director of Experiential Learning & Justice Education at the Center for Social Concerns, Concurrent Assistant Professor of Psychology, Fellow in the Institute for Educational Initiatives, 113 Center for Social Concerns, 631-5293.

**Pamela Burish, M.Ed.** (Trevecca Nazarene University). ACE Technology Outreach Coordinator; Fellow in the Institute for Educational Initiatives, 631-0193.

**Kevin Burke, Ph.D.** (Michigan State University) University Supervisor for M.Ed. Program; Fellow in the Institute for Educational Initiatives, 107 Carole Sandner Hall, 631-7052.

**Andrea Kristensen, Ph.D.** (University of Notre Dame). Assistant Professional Specialist, ESS.


**Matt Kloser**, Ph.D. (Stanford University). Director, Notre Dame Center for STEM Education, Fellow in the Institute for Educational Initiatives.

**Patrick Kirkland**, M.Ed. (University of Notre Dame). Associate Program Director, M.Ed.

**Monica Kowalski**, Ph.D. (The Ohio State University). Associate Director, Program Evaluation and Research.

**Katy Walter Lichon**, Ph.D. (Southern Methodist University), Coordinator, English as a New Language, University Supervisor for M.Ed.


**Nicole McNeil**, Ph.D (University of Wisconsin), Associate Professor in Psychology Department; Fellow in the Institute for Educational Initiatives, 631-5678.


**Darcia Narvaez**, Ph.D. (University of Minnesota) Associate Professor of Psychology, Fellow in the Institute for Educational Initiatives, 118 Haggar Hall, 631-7835.


**Jacqueline Valadez**, Ph.D. (Texas A&M University). University Supervisor for M.Ed. Program (PT); 107 Carole Sandner Hall.
National Faculty

Susie Beesley, Ph.D. (Indiana University), Professor, Marian College.

Lori Crawford-Dixon, M. Ed. (University of Notre Dame), Assistant Professor in World Languages, Holy Cross College.

Lynn Hart, Ph.D. (Georgia State University), Professor, Georgia State University.

Paul Kennedy, Ph.D. (University of Texas – Austin), Professor of Mathematics, University of Northern Colorado.

Alfred Large, Jr., M.B.A., M.S., Director of Educational Technology, South Bend Community School Corporation.

Michael Macaluso, M.Ed. (University of Notre Dame), Ph.D. candidate Michigan State University.

Patrick Manning, Ph.D. (Boston College)

Sean Smith, Ph.D.

Lindsay Will, M.Ed. (University of Notre Dame).

Summer Practicum Supervisors

Gene Buczynski, M.S., Math Teacher, Clay High School, South Bend Community School Corporation.

Lori Crawford-Dixon, M. Ed. (University of Notre Dame), Assistant Professor in World Languages, Holy Cross College

Karen DeFillipis, M.Ed. Math Teacher, Homer School.

Dana Dyczko, M.S., Language Arts and Computer Teacher, Christ the King School.

Mark Johnson, M.S., Social Studies Teacher, Concordia International School, China.

Annette Romans, M.Ed., (University of Notre Dame), Grade 2 Teacher, St. Adalbert School.

Jann Brunner, M.A.T., Former Science Department Chair, St. Joseph’s High School.

Clinical Faculty
Christine Buczynski, M.S., Teacher, Riley High School, South Bend Community School Corporation.

Katie Burke, M.Ed. (University of Notre Dame), Elementary School Teacher, Baltimore, MD.

Mary Beth Canning, M.Ed. (University of Notre Dame), Math Resource Teacher, Hapeville, GA.

William Canning, M.Ed. (University of Notre Dame), Middle School Language Arts, Hapeville, GA.

Tara Carey, M. Ed. (University of Notre Dame), Teacher, South Bend, IN

Kelly Foyle, M. Ed. (University of Notre Dame), Elementary Teacher, Chicago, IL.

Marisa Foyle, M. Ed. (University of Notre Dame), Elementary Teacher, Chicago, IL.

Kelly Holohan Hochbein, M.Ed. (University of Notre Dame), Elementary teacher, Reading PA.

Lauren Kloser, M.Ed. (University of Notre Dame), English teacher, St. Joseph High School, South Bend.

Linda Shorter, M.A., Elementary-Middle School Computer & Math teacher, St. Michael Elementary School, Plymouth, IN.

Erin Paone, M.Ed. (University of Notre Dame), former Middle School Teacher, St. Joseph School, South Bend.

Monica Van Horn, former Middle School Teacher, Christ the King Elementary School, South Bend, IN.

John Wibbens, M.S., Retired High School Science Teacher

Matthew Wilsey, M.Ed. (University of Notre Dame), Associate Program Director, Notre Dame Center for STEM Education, Univ. of Notre Dame.

ACE TEACHING FELLOWS Administrative Team

Kathleen Fulcher, Program Manager, Carole Sandner Hall, 631-9455.

Martha Kempf, Senior Administrative Assistant, Carole Sandner Hall, 631-7052.
2.9 M.Ed. Performance Indicators

The M.Ed. program enumerates teaching performance indicators for which the ACE teachers are required to provide performance evidence. The performance indicators are then tied to the three pillars of the conceptual framework (Forming Professional Educators, Building Community, and Growing Spiritually) and to the Indiana Developmental Standards for Educators.

ACE Performance Indicators

PILLAR I FORMING PROFESSIONAL EDUCATORS

DOMAIN 1: PLANNING AND PREPARATION

1. Demonstrates knowledge of content and pedagogy (IDS 2, 3, 7)
   • teacher displays extensive content knowledge and works to increase this knowledge
   • teacher builds on prior knowledge and relationships in content to diagnose student learning issues
   • teacher continues to search for best practices to teach the content

2. Demonstrates knowledge of students (IDS 1, 2, 3)
   • teacher varies instruction according to:
     – knowledge of age-group and developmental characteristics
     – knowledge of group and individual student skills (ability levels, instructional strengths and needs, language proficiency)
     – knowledge of the interests or cultural heritage of each student
     – knowledge of group and individual exceptionalities (special needs, gifted, and learning disabilities)

3. Designs coherent unit-based instruction (IDS 3,4)
   • teaching is based on unit plans, using lesson plans as incremental steps, which establish goals with high expectations, are clear, and written in the form of observable student learning (“students will be able to…”)
   • goals target significant concepts and Bloom’s levels of thinking

4. Selects instructional objectives (IDS 3, 4)
   • lesson objectives are phrased in observable verbs, clearly stated, and are implemented through instructional tasks and assessments

5. Selects instructional outcomes/goals (IDS 3, 4)
   • unit and course outcomes/goals are phrased in observable verbs, clearly stated, and are implemented through instructional tasks and assessments
   • instructional outcomes/goal are sequenced logically and aligned with required standards

6. Designs assessments to provide evidence of learning (IDS 4)
   • assessments are completely congruent with instructional objectives and goals
   • clear criteria are established for assessment
   • teacher designs assessments to provide evidence of the acquisition of content knowledge by students
   • teacher designs assessments to provide evidence of the acquisition of critical thinking, problem solving, and performance skills in the content area

7. Demonstrates knowledge of resources (IDS 2, 3)
• in addition to school, publisher, and diocesan resources, teacher seeks other materials/resources to enhance instruction and to promote independent student interest, growth, and learning

DOMAIN 2: THE CLASSROOM ENVIRONMENT

1. Establishes a culture for learning (IDS 2, 5)
   • students actively participate, demonstrate curiosity, and pay attention to detail.
   • students take pride in work and initiate improvements in it
   • both students and teacher maintain high expectations for the learning of all students

2. Manages classroom procedures (IDS 2, 5)
   • regular routines and transitions are seamless and engage students
   • non-instructional/administrative routines are efficient and engage students
   • students working independently or in groups are productive and responsible at all times

3. Manages student behavior (IDS 5)
   • teacher clearly states appropriate and relevant expectations for student conduct
   • teacher uses discrete and preventive monitoring of behavior
   • teacher responds effectively and appropriately to misbehavior

4. Organizes physical space (IDS 5, 7)
   • classroom is safe and uncluttered
   • students/teacher adjust furniture to enhance learning
   • students/teacher use available physical resources (board, overhead, technology, learning centers, resource areas, etc.) optimally
   • learning and resources equally accessible to all students

DOMAIN 3: INSTRUCTION

1. Communicates clearly and accurately (IDS 3)
   • teacher articulates clear directions and procedures
   • teacher anticipates possible student misunderstanding
   • teacher uses spoken and written language correctly, expressively and to enrich lessons

2. Uses questioning and discussion techniques (IDS 2, 3)
   • teacher asks questions of uniformly high quality
   • teacher provides adequate response time
   • teacher encourages student formulation of questions, initiation of discussion topics, and a self-monitoring format to ensure all students are heard
   • teacher responds effectively and appropriately to emergent student questions

3. Engages students in learning (IDS 2, 3, 5)
   • all students are cognitively engaged in content exploration and creativity
   • grouping is productive for all students and provides for student initiative in learning
   • appropriate materials and resources are provided in student work
   • structure of lesson/activity provides adequate/appropriate pacing for all students and for coherent reflection and closure

4. Provides feedback to students (IDS 4)
   • teacher uses various forms of verbal and written feedback (ex. graded work, conferences, revision) to provide structured and consistent response to and review of student work and progress
   • feedback is provided in a timely manner
   • feedback is of consistently high quality
• feedback provided in a form that is useful for and promotes continued student learning

5. Modifies instruction according to developmental level, language proficiency, and instructional needs of students (IDS 1, 3)
   • teacher makes adjustments to lessons and materials and varies instruction to address the developmental level and instructional needs of students
   • teacher creates assessments which challenge appropriately all students

6. Modifies instruction for children with learning exceptionalities (IDS 1, 3, 6)
   • teacher makes adjustments to lessons and materials to address learning disabilities and gifted abilities
   • teacher seeks appropriate help from colleagues, administration, parents and community professionals to improve these students’ learning
   • teacher creates assessments which challenge appropriately all students

7. Uses assessments (IDS 4)
   • informal and formal formative assessments and checks for understanding are embedded in routine lesson tasks
   • the results of assessment are used to adjust curriculum planning for individuals and classes

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

1. Maintains accurate records (IDS 4, 6)
   • teacher maintains effectively a record of grades, documentation of notable incidents, state or diocesan competencies (when applicable), and of non-instructional activities, the latter providing for student participation in its maintenance
   • the records track student progress in a way that is effective for teacher, student, and parent participation in learning; GradeQuick, Excel or another grading program utilized

2. Communicates with parents and guardians (IDS 4, 6)
   • teacher provides frequent information to families about: the instructional program, student progress, student behaviors, response(s) to parents concern(s)
   • teacher is consistently sensitive and discrete in and about this communication
   • communication establishes the basis for the partnership between parents and teachers in the interest of the student

3. Shows professionalism/Grows and develops professionally (IDS 6)
   • teacher complies with school expectations and regulations
   • teacher seeks resources and opportunities for improvement
   • teacher actively reflects on classroom experiences for improvement of teaching
   • teacher demonstrates dispositions that contribute to the growth of self, colleagues, school, and the profession

PILLAR II BUILDING COMMUNITY

1. Contributes to the school community (IDS 6)
   • teacher supports and cooperates with colleagues and administration
   • teacher takes initiative to participate and volunteer in school events and school or diocesan projects
   • teacher contributes and offers leadership in some aspect of school life

2. Contributes to the larger community (IDS 6)
   • teacher personally engages in service activities with parish and/or civic community and takes initiative to better these communities
• teacher engages students in service learning activities

3. Promotes student engagement with community resources (IDS 3, 5, 6)
   • teacher connects students to the community beyond the school through overt participation, speakers, field trips, service, technology and/or other means

PILLAR III GROWING SPIRITUALLY

1. Creates environment of respect and rapport (IDS 2, 5)
   • teacher demonstrates genuine caring and respect for each and all students
   • teacher fosters a sense of mutual respect and caring among students

2. Fosters character and ethical development (IDS 1)
   • teacher integrates peace and justice into the classroom demonstrated through behaviors and/or academics

3. Fosters spiritual development in children
   • teacher draws on knowledge of students and the local community to create diverse prayer experiences
   • teacher witnesses as a person of faith and prayer

4. Serves as spiritual and ethical role model
   • teacher witnesses a public faith life
   • teacher consistently practices Christian behaviors
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<tr>
<th>ACE Performance Indicators</th>
<th>Indiana Developmental Standards for Educators</th>
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<td>HIGH SCHOOL</td>
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<td>1. Demonstrates knowledge of content and pedagogy</td>
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<td>2. Demonstrates knowledge of students</td>
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<td>3. Designs coherent unit-based instruction</td>
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<td><strong>Domain 2: The Classroom Environment</strong></td>
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2.10 Relationship of M. Ed. Courses to Performance Indicators

ACE Teachers develop competency with performance indicators through M.Ed. coursework. The M.Ed. courses provide ACE Teachers with experiences and assignments that prepare them for their teaching practicum and supervised teaching in which performance indicators are evaluated. What follows are the M.Ed. courses and the specific indicators that are developed through them.

EDU 60020 Introduction to Teaching (1 cr): (First Summer)
An introduction to the meaning and practice of contemporary teaching, including classroom organization and management, and to historical highlights in public and Catholic education.

Performance Indicators:
2.1 Establishes a culture for learning
2.2 Manages classroom procedures
2.3 Manages student behavior
2.4 Organizes physical space
4.1 Maintains accurate records
4.2 Communicates with parents and guardians

EDU 65032,4,6 Practicum (2 cr): (First Summer)
An intense practicum in the South Bend area schools during the summer. The experience will include approximately 5-6 weeks of closely supervised teaching experience as well as weekly reflections on that experience. Extensive planning of instruction is required.

Performance Indicators:
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
2.2 Manages classroom procedures
2.3 Manages student behavior
3.1 Communicates clearly and accurately
3.2 Uses questioning and discussion techniques
3.3 Engages students in learning
3.4 Provides feedback to students
3.7 Uses assessments
4.1 Maintains accurate records
4.3 Shows professionalism/grows and develops professionally

EDU 60040 Introduction to Computers in Education (1 cr): (First Summer)
Introduction to instructional computing via hands-on experience with productivity/instructional software and hardware. Introduction to best practices of educational computing through interactive online modules involving lectures, readings, and discussion forums.

Performance Indicator:
1.1 Demonstrates knowledge of content and pedagogy
**EDU 60060 Teaching in Catholic Schools (1 cr): (First Summer)**
An overview of six core topics of Catholic teaching along with a discussion of their influence and impact on Catholic school culture and teaching.

Performance Indicators:
P. II.1 Contributes to the school community
P.III.1 Creates environment of respect and rapport
P.III.2 Fosters character and ethical development

**EDU 60070 Teaching Religion in Catholic Schools (1 cr): (First Summer)**
An overview of six core topics of Catholic teaching along with initial planning with grade level master teachers to teach these topics in Catholic schools.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy
P. II.1 Contributes to the school community
P.III.1 Creates environment of respect and rapport
P.III.2 Fosters character and ethical development

**EDU 60102 Effective Elementary Classroom Teaching (2 cr): (First Summer)**
The development of knowledge, skills and dispositions essential for elementary teachers: lesson and unit planning, yearly planning, cross-curricular planning, and effective teaching strategies in the K-6 classroom. Topics will also include grouping for instruction and differentiated instruction, motivation, effective use of learning centers, texts, student learning standards, and multiple resources.

Performance Indicators:
1.2 Demonstrates knowledge of students
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
2.1 Establishes a culture for learning

**EDU 60132 Mathematics in Elementary Education I (2 cr): (First Summer)**
The effective use of teaching materials and strategies in the elementary classroom (K 6) for the teaching of mathematics. Readings will be selected from the National Council of Teachers of Mathematics.

Performance Indicator:
1.1 Demonstrates knowledge of content and pedagogy

**EDU 60142 Reading and Language Arts in Elementary Education (3 cr): (Second Summer)**
An integrated approach to literacy instruction designed to help children make sense of the world through literacy expression. The unit template for planning is used to provide structure and
process for inclusion of all language arts elements including grammar, spelling, writing, phonics, literature, and speaking and listening skills. An introduction to children’s literature, methods for determining quality literature, and the use of reference materials for selecting literature for specific purposes is included.

Performance Indicator:
1.1 Demonstrates knowledge of content and pedagogy
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
1.7 Demonstrates knowledge of resources

**EDU 60162 Content Methods for Elementary Education (2):** (Second Summer)
A program of reading which will enable participants to develop effective units of study which integrate reading, writing, mathematics, social studies and science. Readings will be selected from the publications of the major professional associations in elementary curriculum.

Performance Indicator:
1.1 Demonstrates knowledge of content and pedagogy

**EDU 60172 Assessment in Elementary Education (2):** (Second Year Internet Course)
Readings on the theories for and practice in the strategies to construct traditional and performance assessments in Elementary Education. The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to re-teach core knowledge and skills will be emphasized.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
1.7 Demonstrates knowledge of resources

**EDU 60182 Teaching of Reading (3 cr):** (First Summer)
An exploration of the research and instructional strategies of reading instruction including emergent literacy, reading readiness, phonemic awareness, phonics, word recognition, vocabulary development, fluency, cultural literacy, and reading comprehension, as well as particular strategies for reading remediation.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy

**EDU 60204 Introduction to Middle School Teaching (3 cr):** (First Summer)
An introduction to the culture and dynamics of the middle school classroom. Central to the course is instructional planning which emphasizes unit planning based on goals derived from state standards and assessments which measure student progress in meeting these goals. Lesson planning based on unit goals focus on an integrative survey of strategies and methods that lead to effective daily instruction.

Performance Indicators:
1.2 Demonstrates knowledge of students
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
2.1 Establishes a culture for learning

**EDU 60256 Introduction to High School Teaching (3 cr):** (First Summer)
An introduction to the culture and dynamics of the high school classroom. Central to the course is instructional planning which emphasizes unit planning based on goals derived from state standards and assessments which measure student progress in meeting these goals. Lesson planning based on unit goals focus on an integrative survey of strategies and methods that lead to effective daily instruction.

Performance Indicators:
1.2 Demonstrates knowledge of students
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
2.1 Establishes a culture for learning

**EDU 60312 Teaching Diverse Learners in Childhood: Foundations and Methods (3 cr):** (Second Summer)
A survey in exceptionality with emphasis on the elementary-aged child is followed by in-depth study of the common learning problems in the elementary grades, especially reading, writing and mathematics disability. Both teaching strategies and assessment are considered.

Performance Indicators:
1.2 Demonstrates knowledge of students
3.5 Modifies instruction according to developmental level, language proficiency, and instructional needs of students
3.6 Modifies instruction for children with learning exceptionalities
EDU 60324 Teaching Diverse Learners in Early Adolescence: Foundations and Methods (3 cr): (Second Summer)
A survey in exceptionality with emphasis on the middle grades child is followed by in-depth study of the common learning problems in the middle school, especially reading, writing and mathematics disability. Both teaching strategies and assessment are considered.

Performance Indicators:
1.2 Demonstrates knowledge of students
3.5 Modifies instruction according to developmental level, language proficiency, and instructional needs of students
3.6 Modifies instruction for children with learning exceptionalities

EDU 60336 Teaching Diverse Learners in Adolescence: Foundations and Methods (3 cr): (Second Summer)
A survey in exceptionality with emphasis on the high school age student is followed by in-depth study of the common learning problems in the high school, especially reading, writing and mathematics disability. Both teaching strategies and assessment are considered.

Performance Indicators:
1.2 Demonstrates knowledge of students
3.5 Modifies instruction according to developmental level, language proficiency, and instructional needs of students
3.6 Modifies instruction for children with learning exceptionalities

EDU 60410 Topics in Educational Psychology (2 cr): (First Year, Second Semester Internet Course)
Readings and reflections on topics in Educational Psychology relevant to the experiences of first year teacher: The course is divided into four sections, each covering a different topic and supervised by one of the faculty members: (1) Student Culture (2) Teaching and learning (3) Motivation (4) Effective Teaching.

Performance Indicators:
1.3 Designs coherent instruction
1.6 Designs assessments to provide evidence of learning
2.1 Establishes a culture for learning
3.2 Uses questioning and discussion techniques
3.3 Engages students in learning
3.4 Provides feedback to students
3.5 Modifies instruction according to developmental level, language proficiency, and instructional needs of students
P.II.3 Promotes student engagement with community resources
P.III.1 Creates environment of respect and rapport

EDU 60455 Development and Moral Education in Childhood and Adolescence (3 cr): (Second Summer)
A systematic treatment of the cognitive, social, biological, and personality development relating to education and an examination of the theoretical and research bases of moral development and their implications for the classroom, with an emphasis on adolescence.

Performance Indicators:
1.2 Demonstrates knowledge of students
2.1 Establishes a culture for learning
3.3 Engages students in learning
4.3 Shows professionalism/Grows and develops professionally
P.III.1 Creates environment of respect and rapport
P.III.2 Fosters character and ethical development

EDU 63500 Integrative Seminar (1 cr): (First and Second Summers)
The course focuses on the development of the teacher as a professional. Reflective analysis relative to best practices and current research is documented. Evidence is accumulated in the form of written and guided reflections, which are placed in a growing professional portfolio.

Performance Indicators:
PILLAR II BUILDING COMMUNITY
2.1 Contributes to the school community
2.2 Contributes to the larger community
2.3 Promotes student engagement with community resources
PILLAR III GROWING SPIRITUALLY
3.1 Creates environment of respect and rapport
3.2 Fosters character and ethical development
3.3 Fosters spiritual development in children
3.4 Serves as spiritual and ethical role model

EDU 60605 (25,45,65,85) ELA Education I (SS Education, Foreign Language Education, Math Education, Science Education (2 cr): (First Summer)
The development of class experiences, activities, and content-specific methods for middle and high school classes, along with the integration of literacy (including reading, writing, and discussion) within the content area, all based on readings selected from the publications of NCTE (NCSS, TFEL, NCTM, NSTA) and current research from peer reviewed literature on theory and practice.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy
1.7 Demonstrates knowledge of resources
3.2 Uses questioning and discussion techniques
3.4 Engages students in learning

EDU 60705 (25,45,65,85) ELA Education II (SS Education, Foreign Language Education, Math Education, Science Education) (2 cr): (Second Summer)
A review of class experiences, activities, and content specific methods within the context of unit goals and assessments, based on readings selected from the publications of the National Council of Teachers of English (NCSS, TFEL, NCTM, NSTA) and current research from peer reviewed literature on theory and practice.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
1.7 Demonstrates knowledge of resources
3.2 Uses questioning and discussion techniques
3.4 Engages students in learning

EDU 60715 (35,55,75,95) English/Language Arts Assessment (SS Assessment, Foreign Language Assessment, Math Assessment, Science Assessment) (2 cr): (Second Year Internet Course)
Readings on the theories for and practice in the strategies to construct traditional and performance assessments in English/Language Arts (Social Studies, Foreign Language, Math or Science). The ability to analyze the results in terms of stated unit goals, to reflect on the effectiveness of the unit planning, and to adjust future units to reteach core knowledge and skills will be emphasized.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy
1.3 Designs coherent instruction
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.6 Designs assessments to provide evidence of learning
1.7 Demonstrates knowledge of resources

EDU 65930 Clinical Seminar (1 cr): (First Year - Fall and Spring; Second Year - Fall)
The course focuses on the development of the teacher as a professional and reflective practitioner. Evidence is accumulated in a portfolio of accomplishments which demonstrates growth vis a vis general and content-specific standards. Reflective analysis relative to best practices and current research is documented.

Performance Indicators:
1.1 Demonstrates knowledge of content and pedagogy
1.2 Demonstrates knowledge of students
1.4 Selects instructional objectives
1.5 Selects instructional outcomes/goals
1.7 Demonstrates knowledge of resources
2.1 Establishes a culture of learning
2.2 Manages classroom procedures
2.3 Manages student behavior
2.4 Organizes physical space
3.1 Communicates clearly and accurately
3.2 Uses questioning and discussion techniques
3.3 Engages students in learning
3.4 Provides feedback to students
3.5 Modifies instruction according to developmental level, language proficiency, and instructional needs of students
3.6 Modifies instruction for children with learning exceptionalities
3.7 Uses assessments
4.1 Maintains accurate records
4.2 Communicates with parents and guardians
4.3 Shows professionalism/ grows and develops professionally
III.1 Create environment of respect and rapport

EDU 65935 Capstone Seminar in Teaching Practice (1 cr): (Second Year Spring)
This culminating course of the ACE M.Ed. provides opportunity for integration of study and praxis through assignments to show the development of the teacher as a professional. Portfolio evidence is accumulated in the form of goal setting, a professional growth project, an annotated video showing PI mastery, and a capstone reflection.

All Performance Indicators
### Relationship of M. Ed. Courses to Performance Indicators

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### 2.11 Relationship of M. Ed. Courses to Indiana Developmental Standards for Educators

The state of Indiana specifies seven developmental standards as the basis for performance-based licensing. All standards appropriate to a license must be met before a license can be issued.

Throughout the M.Ed. program, courses address the standards so that by program completion all standards have been taught and assessed. The standards and their various components are included for reference. These are followed by charts outlining M.Ed. courses and the Developmental Standards that are taught and assessed within them.

#### Indiana Developmental Standards for Educators

**Standard 1: Student Development and Diversity**

Teachers at the secondary level (Middle school teachers; Elementary education teachers) have a broad and comprehensive understanding of student development and diversity and demonstrate the ability to provide instruction that is responsive to student differences and that promotes development and learning for all students, including:

1.1 major concepts, theories, and processes related to the cognitive, linguistic, social, emotional, physical, and moral development of students in grades 5–12 (5-9; K-6), and factors in the home, school, community, and broader environment that influence the development of students at this level

1.2 knowledge of students' developmental characteristics and developmental variation, and the ability to use this knowledge to inform instructional decision making and promote student success

1.3 concepts, principles, theories, research, and philosophical foundations underlying developmentally responsive middle level programs and schools, and the ability to use this knowledge to provide developmentally responsive instruction and effective learning experiences for students in grades 5–9.

1.3 typical developmental challenges for students in grades 5–12 (e.g., in relation to peer interactions, identity formation, self-esteem, risk taking, and educational decision making), and the ability to help students address these challenges

**typical developmental challenges for students in grades K–6 (e.g., in relation to peer interactions, self-esteem, self-direction, decision making, and goal setting), and the ability to help students address these challenges**

**typical developmental challenges for students in grades 5–9 (e.g., in relation to peer interactions, self-image, physical appearance, involvement in risky behaviors, feelings of rebelliousness, decision making, goal setting, organizational skills), and the ability to help students address these challenges (1.4 – MS)**
1.4 knowledge of types of student diversity (e.g., cultural, economic, and linguistic background; gender; religion; family structure), and the ability to use this knowledge to promote learning and development for students with diverse backgrounds, characteristics, and needs (1.5 – MS)

1.5 knowledge of types of exceptionalities, including high ability and twice exceptional; their characteristics; and their implications for development, teaching, and learning; and the ability to use this knowledge to promote learning and development for students with exceptionalities (1.6 – MS)

1.6 processes of second-language acquisition and the ability to use differentiated strategies based on assessment data to support learning for English Learners (1.7 – MS)

**Standard 2: Learning Processes**

Teachers at the secondary level (Middle school teachers; Elementary education teachers) have a broad and comprehensive understanding of learning processes and demonstrate the ability to facilitate student achievement, including:

2.1 knowledge of major theories and concepts related to the learning process, and the ability to apply this knowledge to enhance student learning in varied educational contexts, including project-based learning contexts

2.2 processes by which students construct meaning and acquire skills, including critical- and creative-thinking skills, and the ability to facilitate these processes for students with diverse characteristics and needs

2.3 knowledge of the important roles of play, social interaction, and hands-on experiences in young children's learning, and the ability to use these processes to help children construct knowledge and develop problem-solving and other skills

2.4 knowledge of the role of positive relationships and supportive interactions as a crucial foundation for working with children, with a focus on children's individual characteristics, needs, and interests

2.5 knowledge of how student learning is influenced by different types of instructional practices and teacher behaviors, and the ability to use this knowledge to promote learning for all students (to capitalize on the developmental characteristics of middle school students and to facilitate and enhance their learning) (2.5 – elementary)

2.6 procedures for making instruction rigorous and relevant to students and for linking new learning to students' experiences and prior knowledge, and the ability to use these procedures to facilitate student learning (2.6 – elementary)

2.7 strategies for promoting students' independent thinking and learning, reflection, and higher-order thinking, and the ability to use these strategies to promote students' growth as learners (2.7 – elementary)
2.6 strategies for engaging students in generating and evaluating new ideas and novel approaches, seeking inventive solutions to problems, and developing original work (2.8 – elementary)

2.7 strategies for promoting students' organizational and time-management skills and sense of responsibility for their own learning, and the ability to use these strategies to promote student success (2.9 – elementary)

2.8 knowledge of how various individual factors (e.g., prior learning and experiences, interests, talents) and factors in the home, school, and community influence learning processes, and the ability to use this knowledge to improve teaching effectiveness and learning outcomes (2.10 – elementary)

2.9 knowledge of how digital-age tools and environments influence learning processes and outcomes, and the ability to use this knowledge to improve teaching effectiveness and learning outcomes (2.11 – elementary)

**Standard 3: Instructional Planning and Delivery**

Teachers at the secondary level (Middle school teachers; Elementary education teachers) have a broad and comprehensive understanding of instructional planning and delivery and demonstrate the ability to plan and deliver standards-based, data-driven differentiated instruction that engages students, makes effective use of contemporary tools and technologies, and helps all students achieve learning goals, including:

3.1 knowledge of components that comprise the curriculum (e.g., unpacked standards, scope and sequence, resources, assessments)

3.2 knowledge of the purposes of curriculum mapping, and the ability to plan, enact, monitor, and analyze curriculum map data and resultant student learning

3.3 procedures for long- and short-range instructional planning (e.g., aligning instruction with the learning progression within identified content standards, determining prerequisite knowledge and skills), factors to consider in instructional planning (e.g., nature of the content; time and other resources available; student assessment data; characteristics of effective lesson and unit plans; students' characteristics, prior experiences, current knowledge and skills, and readiness to learn), and the ability to use this knowledge to plan effective and appropriate student learning experiences

3.4 knowledge of the characteristics, uses, benefits, and limitations of various instructional approaches, and the ability to apply research-based best practices to meet a variety of instructional needs, make content comprehensible and relevant to students, and promote students' active involvement in their learning
3.5 the ability to develop and implement project-based learning experiences that
guide students to analyze the complexities of an issue and use creative thinking
and innovative approaches to solve problems

3.6 the ability to differentiate instruction based on student characteristics and needs and to
monitor and adapt lessons to ensure rigorous learning and success for all students,
including English Learners and students with exceptional needs, including high ability and
twice exceptional

3.7 knowledge of the principles of universal design for learning (UDL) and how to
apply UDL guidelines to incorporate the flexibility necessary to maximize
learning opportunities for all students

3.8 the ability to plan and adapt learner-centered instruction that reflects cultural
competency; is responsive to the characteristics, strengths, experiences, and needs of
each student; and promotes all students' development and learning

3.9 the ability to provide learning experiences that promote students' global awareness,
understanding of global issues and connections, sense of participation in a global
community, and motivation to solve global challenges

3.10 knowledge of the foundational elements of Response to Instruction (RtI) and the ability
to apply this knowledge to differentiate tiered instruction for all students based on data

3.11 the ability to apply skills and strategies for integrating curricula, creating
interdisciplinary units of study, and providing students with opportunities to explore
content from integrated and varied perspectives; use higher-order thinking and creativity;
solve problems; acquire, organize, analyze, and synthesize information; and work
cooperatively and productively in group settings to accomplish goals for student
achievement

3.12 knowledge of types of instructional resources, and the ability to locate, create, evaluate,
and select evidence-based resources to meet specific instructional needs and to provide
differentiated instruction

3.13 knowledge of information literacy, and the ability to promote students' knowledge of
and model and facilitate students' use of the tools, practices, and opportunities of the
information age

3.14 knowledge of types of digital tools and resources, technologies specific to the teacher's
discipline(s), and the distinction between digital curricula and digital resources, and the
ability to use digital tools and resources to improve teaching effectiveness; create learning
experiences that facilitate creativity, collaboration, inventiveness, and learning; customize
learning experiences to meet individual needs; and help students explore real-world issues,
solve authentic problems, develop global awareness, participate in local and global
learning communities, and independently pursue and manage their own learning
3.15 knowledge of communication theory, communication methods (including the use of digital-age media and formats), and factors that influence communication, and the ability to use various communication and questioning techniques to meet all students' needs and achieve instructional goals

3.16 knowledge of factors and situations that tend to promote or diminish student engagement in learning, and the ability to apply skills and strategies for promoting students' active engagement and self-motivation

**Standard 4: Assessment**

Teachers at the secondary level (Middle school teachers; Elementary education teachers) have a broad and comprehensive understanding of assessment principles and practices and demonstrate the ability to use assessment to monitor student progress and to use data to guide instructional decision making, including:

4.1 fundamental assessment concepts (e.g., reliability, validity, bias) and the ability to use these concepts to design and select student assessments that are aligned to instructional goals, to administer assessments with fidelity, and to interpret assessment results

4.2 knowledge of the purposes of assessment, the relationship between assessment and instruction, and the importance of using a systematic and comprehensive approach to assessment

4.3 knowledge of the characteristics, uses, advantages, and limitations of different types of formative and summative assessments; the ability to use appropriate assessment strategies, instruments, and technologies to obtain desired information and monitor progress; and the ability to adapt assessments for all students, including English Learners and students with exceptionalities, including high ability and twice exceptional

4.4 knowledge of systematic observation and documentation, and the ability to use these processes to gain insight into children's development, interactions, strengths, and needs

4.4 knowledge of the use of RtI foundational elements to track and analyze student assessment results, including use of the Indiana Growth Model, and the ability to use formal assessment results, ongoing informal assessment, and other data sources to enhance knowledge of student learning and skills; evaluate and monitor student learning and progress; establish learning goals; and plan, differentiate, and continuously adjust instruction for individuals, groups, and classes (4.5 – elementary)

4.5 the ability to apply (developmentally appropriate) skills and strategies for engaging students in reflection, self-assessment, and goal setting (4.6 – elementary)

4.6 the ability to apply skills and strategies for communicating effectively with parents/guardians and others about assessment results, including providing students with timely, accurate, and constructive feedback (4.8 – elementary)
4.7 Knowledge of the role of families as active participants in developing, implementing, and interpreting assessments for children, and the ability to engage families in these processes

**Standard 5: Learning Environment**

Teachers at the secondary level (Middle school teachers; Elementary education teachers) have a broad and comprehensive understanding of student learning environments and demonstrate the ability to establish positive, productive, well-managed, and safe learning environments for all students, including:

5.1 The ability to apply skills and strategies for creating a safe, healthy, supportive, and inclusive learning environment that encourages all students' engagement, collaboration, and sense of belonging

5.2 The ability to apply skills and strategies for establishing a culture of learning that emphasizes high expectations for all students, promotes self-motivation, and encourages students' sense of responsibility for their own learning

5.3 The ability to apply skills and strategies for planning and adapting (to plan and adapt developmentally appropriate) learning environments that reflect cultural competency; are responsive to the characteristics, strengths, experiences, and needs of each student; and promote all students' development and learning

5.4 Knowledge of the characteristics and benefits of virtual learning environments, online environments, face-to-face environments, and hybrid environments, and the ability to work effectively in different types of environments to ensure student learning and growth

5.5 Knowledge of various classroom management approaches, including relationships between specific management practices and student learning, attitudes, and behaviors, and the ability to use this knowledge to create an organized and productive learning environment that maximizes students' time on task, facilitates learning, and encourages student self-regulation, responsibility, and accountability

Knowledge of developmentally appropriate classroom management approaches and positive guidance techniques, including relationships between specific practices and student learning, attitudes, and behaviors, and the ability to use this knowledge to create an organized, positive, and productive learning environment that maximizes students' time on task; facilitates learning; and encourages student self-regulation, responsibility, and accountability

5.6 The ability to apply skills and strategies for managing class schedules and transitions and for organizing the physical environment to maximize student learning time and meet student learning needs

**Standard 6: The Professional Environment**

Teachers at the secondary level (Middle school teachers; Elementary education teachers) have a broad and comprehensive understanding of professional environments and expectations and
demonstrate the ability to collaborate with others to improve student learning, to engage in continuous professional growth and self-reflection, and to adhere to legal and ethical requirements of the profession, including:

6.1 the ability to apply skills and strategies for establishing collaborative relationships with parents/guardians, other professionals, and community partners to support and enhance student learning

6.2 knowledge of diverse family and community characteristics, structures, dynamics, roles, relationships, and values, and the ability to use this knowledge to build effective partnerships with diverse families and communities

6.2 the ability to apply skills and strategies for facilitating the involvement of parents/guardians in their children's education (development and learning – 6.3-elementary)

6.3 the ability to use digital tools and resources to participate in professional learning networks and to communicate and collaborate with parents/guardians, peers, and others in the educational community (6.5-elementary)

6.4 the ability to apply skills and strategies for coordinating and collaborating with community institutions, agencies, programs, and organizations that advocate for and serve children and families

6.4 the ability to participate effectively and productively as a member of a professional learning community (6.6- elementary)

6.5 the ability to apply skills and strategies for lifelong learning and to use reflection, self-assessment, and various types of professional development opportunities and resources, including technological resources, to expand professional knowledge and skills (6.7-elementary)

6.6 the ability to make effective use of job-embedded professional development and to advocate for effective, job- embedded professional development opportunities (6.8-elementary)

6.7 knowledge of the rights and responsibilities of teachers, students, and parents/guardians, and the ability to apply this knowledge in varied educational contexts (6.9-elementary)

6.8 knowledge of legal and ethical requirements related to educational equity; students with exceptionalities, including high ability and twice exceptional; health and safety; confidentiality; digital citizenship (e.g., regarding copyright, intellectual property, and documentation of sources); mandated reporting; record keeping; accountability; discipline; and other matters; and the ability to apply this knowledge in varied educational contexts (6.10- elementary)
Standard 7: Reading Instruction

Teachers at the secondary (Middle school) level have a broad and comprehensive understanding of content-area and disciplinary literacy skills, and demonstrate the ability to plan and deliver integrated content-area reading instruction that is based on student learning standards, student literacy needs and strengths as reflected in ongoing student data, and scientifically based reading research, including:

7.1 foundations of content-area and disciplinary literacy in adolescence, including major scientifically based reading research (SBRR) theories and processes related to content-area reading and writing development in adolescence, the role of motivation in adolescent literacy development, and reading and writing skills required of students in the teacher's discipline

7.2 skills and practices of effective content-area reading instruction based on SBRR and RtI elements, including the ability to select evidence-based instructional strategies that are aligned to learning goals and student needs, to use ongoing student data to inform reading-related instruction, and to collaborate with colleagues to coordinate content-area reading instruction across the curriculum that addresses the demonstrated needs and strengths of students

7.3 the ability to use evidence-based instructional practices to develop students' vocabulary and academic language related to content-area reading and writing in the teacher's discipline

7.4 the ability to use evidence-based skills and strategies for facilitating students' comprehension before, during, and after reading content-area texts in the teacher's discipline

7.5 the ability to use evidence-based instructional practices to advance students' recognition, analysis, and use of text structures and features to deepen comprehension, and to develop students' text-based reading skills and their use of comprehension strategies related to the teacher's discipline

7.6 the ability to use evidence-based instructional practices to develop students' writing skills in the teacher's discipline

7.7 the ability to use evidence-based practices effectively to create a literacy-rich classroom environment that fosters and supports the literacy development of all students, reflects and values cultural diversity, promotes respect for all readers at all levels of reading proficiency, promotes the involvement of families and members of the community at large in students' literacy development, and engages all students as agents in their own literacy development.
## Developmental Standards and High School Courses

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<th>Course Code</th>
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- A: Standards taught and assessed
- T: Standard taught
### High School Courses

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**Note:**
- V indicates the course is taught and assessed.

**Standards:**
- Standard taught (V)
- Standard taught and assessed (VV)

**Developmental Standards and High School Courses**

- Standards taught and assessed (VV)
- Standard taught (V)
DEVELOPMENTAL STANDARDS AND MIDDLE SCHOOL COURSES

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A – Standards taught
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MIDDLE SCHOOL COURSES
DEVELOPMENTAL STANDARDS AND
## Developmental Standards and Middle School Courses

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- ✔️ = Standard taught and assessed
- ✗ = Standard not taught or assessed
### Elementary Courses

#### Developmental Standards and

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**Developmental Standards and Elementary Courses**

[Table showing developmental standards and elementary courses with specific weeks indicated]
2.12  The Performance Evidence: Collections from Courses

The performance evidence is a collection of work across the span of the M.Ed. program that includes performance indicator ratings for four semesters, developed units of study, a class management plan, teaching videos and analyses, and various analytical papers and reflections. This evidence is gathered through assignments in content methodology, assessment, and developmental courses and in practice through EDU 65950 Supervised Teaching and EDU 65930 Clinical Seminar/EDU 65935 Capstone Seminar. It reflects how candidates integrate academic, community, and spiritual development as a teacher, consistent with the conceptual framework of the M.Ed. program. The performance evidence serves as the summative eval for the M.Ed. and coherently documents mastery of the Developmental Standards.

2.13  Policy Statement on Graduate Transfer Credit

A candidate in the M.Ed., M.A., ENL, or TEC program may request that credit from a previous graduate course be substituted for a required course in the curriculum under the following circumstances:

1. The request must be initiated one semester or term prior to the scheduled course in the curriculum;
2. The request must be in writing to the appropriate program director;
3. The candidate must have transcript proof of course credits from an accredited university in the same amount as the required ND course;
4. The candidate must have either the official course description or a copy of the syllabus.

The directors of the M.Ed., M.A., or ENL programs reserve the right to approve or deny the petition for graduate transfer credit. Should the director approve the substitution of the course, the candidate must give the required documentation to the ACE Licensing Officer, who will process the transfer credit into the graduate program. The Graduate School limits the number of graduate transfer credits to six in any masters program.

2.14  Policy Statement on Summer Session Course Attendance

The summer session affords limited time for course work; therefore, presence is critical. Excused absences can only be granted by the Academic Director and these include absence from family weddings, wedding party commitments, and unusual family, health, or undergraduate situations (e.g., completion of finals, graduation). When possible, it is expected that the ACE Teacher will communicate such absences before they occur. Absences for health reasons do not need to be granted by the Academic Director but may require a medical note if requested by one’s professors.

Non-family weddings and vacation days are not excused absences. Summer faculty members are encouraged to note their policy regarding unexcused absences on course syllabi and these typically will involve a grade reduction or additional assignment.
3.0 Admission – Retention - Licensing

3.1 Admission to the ACE Program

The process of recruitment and selection of ACE candidates occurs over 9-months, beginning each fall and concluding at the end of April. The incoming Teaching Fellows’ cohort commences with coursework the first week of June.

In the fall, ACE information is sent to graduating seniors at Notre Dame and St. Mary’s College and informational meetings are conducted on campus. In addition, recruitment efforts, including informational meetings, are held at selected colleges and universities throughout the country in an effort to recruit a diverse applicant population for selection. The deadline for applications from those interested is the end of January.

By the middle of January, selection committees are established, composed of Notre Dame faculty, as well as members from the Notre Dame pastoral team and broader university community. Orientation for these interview teams is held in mid-January prior to the interview process at the beginning of February.

Competence for admission is assessed through evaluation of written essays, interviews, grade point average (GPA), letters of reference, transcript reviews, and GRE scores or other means of evidencing basic skills. Commitment to teaching, community and spiritual ideals of the program is evaluated mainly through analyses of the essays, interviews, and references.

GRE scores serve as a two-fold requirement including: 1) admission to the University of Notre Dame, and 2) admission to the ACE Educator Preparation Program for the state of Indiana. For the university, a minimum composite score of 301 is required for immediate admittance as a “degree-seeking” student. If a candidate scores less than 301, he/she is on a probationary period of one (1) semester and must meet a 3.0 GPA average in order to move from a “non-degree” to “degree-seeking” student (refer to section 3.2 and 3.3 below). Secondly, the Indiana Department of Education (IDoE) mandates a candidate provide evidence of competency in basic skills (i.e., reading, writing, and mathematics). Several sources of evidence may be submitted to establish basic skills competency. The state of Indiana will accept: a) a GRE composite score of 301+ across the Verbal and Math sections, b) an ACT score of 24+ or an SAT score of 1100+, or c) a score of 220+ on the Indiana Pearson Core Academic Skills Assessment (CASA). Without such evidence, a candidate cannot be admitted to ACE Teaching Fellows.

Transcript evaluation for verification of content specialization is an additional requirement by the Indiana Department of Education. During the selection process, transcripts are evaluated to determine the content area that each candidate is eligible to teach. Each undergraduate course/description is aligned with the Indiana Content Standards for Educators to ensure the candidate has competency in the subject area of placement.

Initial interviews are scheduled during early February, with follow-up interviews scheduled later in February on an as-needed basis. Initial selection is based both on the materials submitted and a
personal interview, as well as on the availability of a teaching placement commensurate with the candidate’s eligible content area.

During the first two weeks of March, final candidates are matched with available placements in ACE schools. Following this process during mid-March, notification letters are sent to all ACE applicants and files are sent to the dioceses for approval. Applicants not placed by a diocese for a teaching position cannot be admitted to ACE. Accepted ACE applicants are notified by the dioceses during the last week of March. Selected applicants must sign commitment letters by early April.

3.2 Admission to the Graduate M.Ed. Program

Applicants applying to ACE also apply simultaneously to the Graduate School for admission. However, acceptance to the Graduate School for the M.Ed. is contingent upon acceptance to ACE. Letters of acceptance are only issued by the Graduate School to those who have been admitted to ACE. Exceptions for extraordinary reasons must be approved by the Academic Director of the M.Ed and the Director of Institute for Educational Initiatives.

Transcripts for admission to ACE’s initial licensure post-baccalaureate program (ILPB) are reviewed carefully by the M.Ed. program. All candidates must have completed an undergraduate program with at least a 3.0 GPA, have general education knowledge that is deep and broad, and have content competency as described above. Within the first year, all candidates will need to pass the corresponding Pearson CORE Content exam to meet programmatic requirements.

For admission to the Graduate School, candidates must attain clearance from the University Health Services (UHS) that all immunizations are completed and on file (see section 6.2). Candidates will be alerted if UHS is missing information and moreover, will be unable to enroll for fall classes.

3.3 Conditional Admission to the Graduate School

In a case wherein the Graduate School has reservations about a candidate’s academic credentials, (i.e., less than 3.0 GPA or less than 301 GRE in Verbal and Math), the candidate is allowed to enroll in the summer session as a non-degree student. At the end of the first summer, the grades for these summer initial credits are reviewed. If the ACE candidate has achieved a 3.0 GPA, the M.Ed. will request that the non-degree candidate be admitted as a degree-seeking candidate.

Please note that a candidate must be fully admitted to the ACE Educator Preparation Program providing evidence of basic skills via an alternative route (i.e., a passing score on the ACT, SAT, or CASA) as described above despite this conditional admission to the University of Notre Dame’s Graduate School. Undergraduate loans cannot be deferred until the ACE Teacher is fully admitted to the Graduate School.

3.4 Admission for Those Holding an Initial License
Because the University of Notre Dame’s Master in Education (M.Ed.) program is designed to prepare its students for initial licensure, applicants to ACE whose undergraduate curricula make them eligible for initial licensure must be willing and have content eligible to pursue an alternative content area for licensure. That is, such applicant must be willing to teach at a developmental level or content other than the one he/she is eligible for licensure or licensed in from the undergraduate studies. The exception to this policy would include any candidate already holding an initial license that is applying for the purpose of service in the currently licensed area, while obtaining the M.Ed. degree only. Such candidate would be on a degree-seeking/non-certification track in his/her current content and developmental level.

3.5 Retention

The directors of the M.Ed. program and ACE review candidate grades at the end of the first summer session and at the end of every grading period. They also review performance assessments from the field supervisors. Should deficiencies be detected during the first year of participation in the program, the director of the M.Ed. program advises the candidate in writing that his/her performance will result in dismissal if the deficiency is not remedied by the end of the next grading period. At the director’s discretion, additional resources to remedy the problem (e.g., additional field supervision and support for a candidate experiencing difficulties with the teaching assignment during the first year) may be allocated. Any such decision would be made by consulting with faculty, supervisors, and the administrators of the school hosting the Teaching Fellows’ candidate as a supervised teacher.

Although the same type of review continues in the second year, the most important monitoring during the second year is with respect to progress in completing the performance review process as outlined in the Clinical Seminar Guidelines. For a degree to be awarded, the overall GPA must not be less than 3.0.

3.6 Dismissal and Appeals Process for ACE Teaching Fellows

During the first summer, a candidate in the M.Ed. program will be dismissed from the program due to any of the following:

1. Failure to make satisfactory progress in EDU 65030 Practicum (See Section 4.1.2)
2. Failure of a candidate on non-degree status to achieve a cumulative GPA of 3.0 for the summer session.

Subsequently, a candidate in the M.Ed. program will be dismissed from the program due to any of the following:

1. GPA below 3.0 for two consecutive grading periods
2. Supervised teaching cumulative grade below 3.0 for two consecutive grading periods or a single supervised teaching grade below a C;
3. Clinical Seminar cumulative grade below 3.0 for two consecutive grading periods.
4. Failure to pass the Pearson CORE Content Exam in the first academic year.
A candidate dismissed from the M.Ed. program is invited to appeal in writing to the Academic Director. The written appeal is reviewed by a standing Appeals Committee of the M.Ed. faculty, excluding the Academic Director. The Appeals Committee shall issue a final written decision on the appeal based on a majority vote of the committee.

Upon final withdrawal or dismissal from the M.Ed. program, the candidate must process official withdrawal from the university; otherwise, grades for current courses will officially become F’s on the transcript.

Any candidate who is dismissed from the M.Ed. program is withdrawn from ACE Teaching Fellows.

In addition to the above reasons, a candidate in the ACE program may be dismissed from the program due to any of the following:

1. Failure by the ACE school to continue the teaching contract;
2. Engaging in conduct that is unlawful, displays continual or serious disrespect or disregard for the Catholic character of the University, or causes notorious public scandal;
3. Committing a material or repeated violation(s) of University policy, including those policies described in *du Lac*;
4. Engaging in conduct that constitutes moral turpitude or breaches the high moral and ethical standard applicable to the candidate as a leader of students and role model.
5. Engaging in conduct that, in the judgment of ACE leadership, poses a threat or potential threat to the safety or well-being of any ACE candidate or the students in the ACE school.

A candidate dismissed from the ACE program is invited to appeal in writing to the Director of Teacher Formation and Education Policy. The written appeal is reviewed by a standing Appeals Committee, excluding the Director of Teacher Formation and Education Policy. The appeals committee shall issue a final written decision on the appeal based on a majority vote of the committee.

Any candidate who is dismissed from ACE or who withdraws from ACE is withdrawn from the M.Ed. program. However, the candidate must process official withdrawal from the university; otherwise, grades for current courses will officially become F’s on the transcript.
3.7 Licensing

3.7.1 General Information

Candidates in the ACE M.Ed. Program are enrolled in a post-baccalaureate program leading to an initial license in the State of Indiana. This initial license will state at least one developmental level setting (i.e., elementary K-6, middle school 5-9, or high school 5-12) and at least one content area (i.e., mathematics, science, social studies, historical perspectives, geographical perspectives, economics, government and citizenship, psychology, sociology, life science, physical science, chemistry, physics, earth/space science, English-language arts, foreign language or elementary generalist). Candidates are placed in a licensure “track,” (e.g. middle school math), based on a review of their undergraduate transcripts. Undergraduate coursework must align with the Indiana Content Standards for Educators to provide evidence of content competency (as described above).

Within the first few weeks after admission to the program, each ACE pre-service teacher is informed of the Indiana license he/she will be eligible. Many ACE candidates do not intend to teach in Indiana; therefore, procedures regarding other states will be available. The program seeks to ensure that all candidates could qualify to teach should they wish to continue in the profession. ACE candidates are required to pass the Pearson CORE Content standardized test in the content area during the first academic year (i.e., prior to the second summer) to demonstrate competency (see section 3.7.3).

It is highly recommended that an ACE candidate obtain the Indiana license before seeking a license in another state because the training was received through an Indiana institution. Furthermore, given program requirements, nearly all of the requirements for licensure will be fulfilled prior to graduation making this process efficient. Please refer to the individual state Department of Education websites to determine which exams are required for the particular state of interest.

In Indiana, an initial license is valid for two years and may be renewed twice if the teacher is not teaching in Indiana. Licenses in other states may vary in the length of time for validity. Generally additional coursework or professional experiences are required for renewal of the license.

3.7.2 Initial Licenses during ACE Experience

Several states - including Alabama and Florida - which receive ACE pre-service teachers require state licenses for candidates enrolled in the program. Pre-service teachers placed in these states will be required to fulfill that state’s requirements as well. If a license is required by a state so an ACE candidate can complete his/her ACE assignment, ACE will provide reimbursement for associated costs.

3.7.3 Standardized Testing for Pre-Service Teachers
The Indiana Department of Education, in accordance with state rules, requires that all candidates for teacher licenses document basic skills competency at the time of admission, and pass a standardized test in the content area to demonstrate content knowledge. During their second year of ACE, candidates also take a pedagogy test.

**Basic Skills Assessment.** Indiana rules require all candidates for program admission and licensure demonstrate basic skill proficiency. This can be demonstrated in one of four ways:

- An ACT score of 24+ based on Math, Reading, Grammar, & Science
- An SAT score of 1100+ based on Critical Reading and Math
- A GRE score of 301+ based on Verbal and Quantitative
- A CASA score of 220+. The CASA (Core Academic Skills Assessment) is a Pearson exam and is Indiana’s core assessment. (For additional information, refer to [http://www.in.nesinc.com](http://www.in.nesinc.com)).

**Pearson CORE Content Exam.** Indiana rules require all candidates for program completion and licensure demonstrate competency in the content area. This exam is taken prior to the second summer session. (For additional information, refer to [http://www.in.nesinc.com](http://www.in.nesinc.com). **Passing score = 220**

<table>
<thead>
<tr>
<th>Content Exam</th>
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<tbody>
<tr>
<td>Elementary Generalist (K-6)</td>
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<tr>
<td>- Subtest 1-Reading/English Language Arts</td>
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<tr>
<td>- Subtest 2-Mathematics</td>
<td>061</td>
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<tr>
<td>- Subtest 3-Science/Health/Physical Education</td>
<td>062</td>
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<tr>
<td>- Subtest 4-Social Studies/Fine Arts</td>
<td>063</td>
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<td>Middle School Science (5-9)</td>
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<tr>
<td>Middle School Social Studies</td>
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<tr>
<td>English/Language Arts (5-12)</td>
<td>021</td>
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<td>Mathematics (5-12)</td>
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<td>World Languages-French (P-12)</td>
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World Languages-German (P-12) 056
World Languages-Japanese (P-12) 057
World Languages-Latin (P-12) 058
World Languages-Spanish (P-12) 059

Pearson Developmental (Pedagogy) Area Assessment. Indiana rules require all candidates for program completion and licensure demonstrate competency in pedagogy. This exam is taken prior to graduation. (For additional information, refer to http://www.in.inesinc.com). Passing score = 220

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<tr>
<th>Developmental Exam</th>
<th>Code</th>
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<tr>
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<tr>
<td>Secondary Education (5-12)</td>
<td>006</td>
</tr>
<tr>
<td>P-12 Grade Education (P-12)</td>
<td>007</td>
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</tbody>
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3.7.4 Licensure in More Than One Content Area

In order to prepare well-qualified teachers, the M.Ed. program provides a two-year sequence of methodological, content specific and grade level courses that systematically develop the pre-service teacher’s knowledge, skills, and dispositions within the eligible content or grade level. In accord with research, the program offers this two-year curriculum that evaluates, revises, and improves practice. This approach allows the candidate to achieve licensure in one content area only. Licensure in more than one area is possible in the State of Indiana by passing additional Pearson content exams. Most areas can be added in this venue by the Indiana Department of Education following initial licensure. Please note that other states may not recognize a content addition achieved solely on successful examination. A sufficient number of course credits in the additional content area may be warranted. Graduates should seek the advice of the ACE Licensing Advisor regarding additions to their state licenses.

3.7.5 Licensure in More Than One Developmental Area

ACE candidates teaching high school earn a license for grades 5-12 upon successful program completion, which includes a passing score on the Pearson CORE Content and Pearson Developmental/Pedagogy Exams. Middle school pre-service teachers who wish to receive a high school license must have applicable undergraduate coursework in the content area and pass the high school Pearson CORE Content and Pearson Developmental/Pedagogy exams.

Elementary candidates who wish to add a content area following initial licensure must pass the appropriate Pearson CORE Content assessment. Please refer to the ACE Licensing Advisor for additional information.

Middle school or high school teachers may not add an additional K-6 developmental level without extensive coursework. The state of Indiana will allow those licensed to add a content area by assessment in a ‘higher’ developmental level, not a ‘lower’
developmental level. Please refer to the ACE Licensing Advisor for additional information.

### 3.7.6 Licensure Process

Acquiring a teacher license is a complex task for the newly graduated teacher and the veteran alike. Each state determines not only the curriculum for institutions in that state, but also the qualifications of the teachers who will be licensed to teach within its boundaries. Likewise, each state accredits the schools and Departments of Education located within that state that prepare teachers for that state’s schools. As a result, a teacher may graduate from a teacher education program in Indiana and consequently apply for and receive an Indiana license, since the teacher education program was accredited by the state of Indiana. However, additional requirements may be needed from other states. It is critical that a graduate explore each state separately in preparation for the state requirement variability.

Generally, states license teachers using one of two methods: 1) there are required credits and courses for a specific license, or 2) there are required performance standards a candidate must meet for content areas. The agency within a state, which is responsible for the licensing of teachers, is usually a state teachers’ Professional Standards Board or a division within a state Department of Education.

The process for obtaining a license is as follows. A candidate completes an approved teacher education program within that state and requests an application for a license from the state’s Professional Standards Board or state Department of Education. Most states also require satisfactory score(s) on competency exam(s). Most states assess the subject matter competency. Many also require an exam of basic competency in reading, writing, and math, as well as pedagogical skills. Candidates need to contact the Teacher Licensing Board or Department in a particular state to determine which exams need to be completed. Many states use Praxis exams developed by Educational Testing Service (ETS). For additional information and on-line registration, please visit [www.ets.org/praxis](http://www.ets.org/praxis). Even if states use the same exam, there could be different passing scores. Please note that the state of Indiana has contracted with Pearson for examination to meet both programmatic and licensure accountability. Such exams were written to meet the specific Indiana Content Standards for Educators.

Candidates must “code” their teacher education program to receive their test scores, as well as “code” the state or states where scores should be sent. Most states have a section of the application that must be completed by the licensing advisor at the university where the candidate received his/her training. Once all paperwork has been submitted to the state agency, it usually takes 2-6 weeks to obtain a license. Each year, the licensing advisor reviews the process with the cohort.

For candidates who complete their preparation at a university outside the state in which they intend to teach, the process can be a bit more daunting. However, state directors of teacher certification have begun working together so that licenses received in one state
have reciprocity with other states. The National Association of State Directors of Teacher Education and Certification (NASDTEC) is the organization that represents Professional Standards Boards and Commissions and state Departments of Education in all 50 states, the District of Columbia, the Department of Defense Education Activity, the U.S. Territories, Alberta, British Columbia, and Ontario that are responsible for the preparation, licensure, and discipline of educational personnel. NASDTEC promotes high standards for educators, teacher mobility across state lines, comprehensive personnel screening, and a clearinghouse on teacher discipline.

The NASDTEC Manual is published annually and is the most comprehensive manual on the certification requirements and practices in the United States and Canada (see www.NASDTEC.org). NASDTEC has also developed an Interstate Contract agreement. The Interstate Contract facilitates the movement of educators among the states and other jurisdictions that are members of NASDTEC and have signed the Contract. Although there may be conditions applicable to individual states, such as their own assessment requirements, the Contract makes it possible for an educator who has completed an approved program and/or who holds a certificate or license in one state to earn a certificate or license in another state. Receiving states may impose certain special requirements that must be met in a reasonable period of time. For example, a state may require a history teacher to have coursework in that state’s history. As of January 2010, 48 states or jurisdictions have signed the Interstate Contract.

Over the course of the two-year ACE experience, candidates will be reminded of the expectation to seek a state teaching license should they wish to remain in teaching. Each state has different requirements for this license, and generally these requirements include successfully completing a general knowledge exam and an exam in the content area one wishes to teach. ACE graduates may always feel free to contact the ACE Licensing Advisor concerning the required exam for potential states. Generally, states require that you pass the required exams, complete an application and criminal history check for that state, and either have your Indiana license or have the ACE Licensing Advisor sign a form stating that you have completed an approved program in Indiana.

**Indiana Licensure.** Upon completion of the M.Ed. Program, and providing all required exams have been passed, all ACE graduates are eligible to receive a teaching license in the state of Indiana since the ACE M.Ed. is a state approved program in Indiana. The graduating ACE teachers should upload appropriate paperwork including CPR and suicide prevention verifications. Once the application to the Indiana Department of Education is completed, it takes just a few days to receive notification that a license can be downloaded. For candidates wishing to secure teaching positions for the fall following graduation, upon request, a letter can be written by the ACE Licensing Office stating that all requirements have been met and the license is in process.

3.7.7 **Cross-Licensing with Other States**
Because Indiana is a signatory to the NASDTEC Interstate Compact Agreement, graduates of Indiana’s approved programs can receive cross-state licensing with other member states. Presently 48 states and territories are members of the Interstate Compact Agreement:

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<td>Minnesota</td>
<td>Vermont</td>
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<td>Indiana</td>
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*ACE has facilitated licensing of candidates in all 50 states.*
4.0 Professional Field Experiences

4.1 The Summer Practicum

Overview

The first summer includes a practicum in South Bend-area elementary and secondary summer schools. There are three levels of supervision connected with these teaching experiences for middle and high school teachers and four levels for elementary:

- An M.Ed. faculty member oversees all supervision at all sites.
- Experienced teachers, preferably with a master’s degree, serve as on-site supervising teachers, employed as adjunct instructors by the University.
- Each ACE candidate has a cooperating teacher at the teaching site. Typically, these are employees of the participating school, although in several instances these are ACE graduates employed by the University to provide mentorship for current ACE candidates during their work in South Bend.
- (Elementary only) ACE Teachers have a lead mentor teacher at their site to whom they report. These lead mentor teachers work with the ACE Teacher to help with planning in particular but are available for other mentoring as well.

The practicum is an important component of the first summer experience. Candidates begin the experience as observers and gradually assume more responsibility over the summer session. As part of this laboratory teaching experience, candidates also plan instruction for the upcoming school year assignments, instruction consistent with the principles covered in the summer graduate courses.

Guidelines

All ACE Teachers, their cooperating teachers, and the ACE coordinators receive guidelines for the summer experience. These guidelines differ for elementary, middle and high school teachers. They are based on concurrent coursework in the methods classes and give suggested guidelines for phasing into teaching responsibilities. The actual teaching that a candidate in practicum placement completes is subject to the cooperating teacher’s discretion and the nature of the summer school course (remedial, enrichment, etc.). Please note the following:

1. The cooperating teacher makes the final decision about the schedule of teaching responsibilities of the ACE Teacher.

2. The cooperating teacher serves as a model for the candidate in placement. Watching a teacher actually discipline a student or explain an abstract math concept is worth a thousand words in a
book; therefore, focused observation of the cooperating teacher actually teaching is one necessary and important goal of the practicum.

3. ACE Teachers enrolled in the summer practicum will be teachers of record in their own classrooms in the fall. Therefore, it is important for them to gain as much teaching experience as possible. The guidelines to cooperating teachers suggest that the ACE Teachers start with short lessons in week one and move up to blocks of several hours toward the end of the practicum. ACE Teachers are expected to continue observing during the time they are not teaching or working with individuals or small groups.

4. Discussions in class and in labs as well as with lead mentors (Elementary only) sharpen powers of observation. ACE Teachers should become critical observers in the same way they become critical consumers of educational theory and practice.

**Specifics**

a. **Planning**—It is essential that the ACE candidates in practicum carefully plan what they will teach, as good teachers have carefully thought out their lessons ahead of time. These lessons work because teachers have considered alternatives which are more likely to be successful with their students, and they can justify the choices they made such as whether to use groups, to incorporate a writing assignment, how to conduct the discussion, etc.

ACE Teachers will receive a lesson planning form from their practicum supervisor to be used for every lesson they teach. The ACE Teacher should always share the plan with the cooperating teacher prior to teaching the lesson. Lesson plans should be kept for analysis and reflection.

b. **Materials**—The cooperating teacher should show the ACE Teachers the available materials at the school. ACE Teachers should receive their teacher manuals and books from their dioceses during the summer; these can also be used as part of the summer coursework in planning for the fall.

c. **Dress**—There is appropriate dress at every building. Cooperating teachers should discuss with the ACE Teacher before the first day of teaching what is appropriate for their building.

d. **Absence**—On the first day of the experience, the ACE Teachers should obtain the home or cell number and school number for their cooperating teacher. In all cases of absence, ACE Teachers are expected to phone the cooperating teacher so that instruction in the classroom can proceed without them. The ACE Teachers must also phone their field supervisor so that valuable time is not wasted by coming to visit when the ACE Teachers are not there.

e. **Observation form**—ACE Teachers will complete at least two formal evaluations of their cooperating teacher. This reminds the students of the complex nature of teaching prior to assuming the role themselves. ACE Teachers’ cooperating teachers will also complete formal
observation forms as the students teach. These forms are specific to particular performance indicators and developmental standards and should be saved, along with the appropriate lesson plan for subsequent use during reflection in the portfolio process.

f. **Journals**—ACE Teachers will be given journal requirements by the Director of Summer Field Experiences.

g. **Evaluation**—The cooperating teachers and university supervisors serve as formative evaluators during the practicum experience. The Director of Summer Field Experiences will visit classrooms in order to help design a good field experience this year and a better one for next year.

### 4.1.1 Policy for Successful Completion of Summer Practicum

The purpose of the Summer Practicum is to help prepare ACE Teachers to assume responsibility for their own classroom through extensive planning of instruction and reflections on their summer classroom experience. The artifacts of instructional planning and the practice of implementing effective instruction are both of critical importance in evaluating the progress of prospective teachers. ACE Teachers are expected to and do demonstrate growth in both areas during the six weeks of summer practicum. Given the responsibility of the program to the students in the various schools served, growth in both preparation and implementation is essential. A candidate unable to demonstrate growth in each area separately will, upon the recommendation of the supervising committee, be withdrawn from the M. Ed. program.

In those rare situations when an ACE Teacher fails to meet his or her performance expectations in the Summer Practicum or, in the judgment of multiple supervisors, is incapable of helping students learn, procedures for reviewing and evaluating field work for the purpose of determining if the ACE Teacher should be dismissed from the program are initiated as follows:

1. The Summer Practicum Supervisor will document his or her concerns in writing, alert the Practicum Director and ACE Teacher, and complete additional observations as necessary to validate concerns.

2. The Director of Summer Field Experiences will observe the ACE Teacher, communicate with the Cooperating Teacher and Summer Practicum Supervisor, and develop with the Summer Practicum Supervisor and ACE Teacher an improvement plan with a specified timeline.

3. In the event that the improvement plan is not successful and based on the Practicum Director’s recommendation, both the academic year University Supervisor and Coordinator of Supervision will observe the ACE Teacher and communicate with the Cooperating Teacher and Practicum Director. The Coordinator of Supervision will write a brief summary of the situation attaching
any collected documentation.

4. The Practicum Director, University Supervisor, Coordinator of Supervision and the Summer Practicum Supervisor will then meet and decide either: 1) to recommend immediate withdrawal from the program; 2) to recommend dismissal from the program with a grade of D or F for this portion of the practicum; or 3) to develop a specific improvement plan for the first semester of the academic year.

5. The decision will be made by the Academic Director, in consultation with the Director of Teacher Formation and Education Policy.

4.2 Supervised Teaching Experiences for ACE Teachers

ACE Teachers are placed in Catholic schools as teachers of record throughout the United States for the supervised teaching experience. Three levels of supervision are provided to ACE Teachers once they arrive at their school sites. Formative support and supervision are provided by an experienced classroom teacher who serves as a mentor to the ACE Teacher. Building principals (or a designee) serve as clinical supervisors. A University Supervisor of Field Experiences provides additional supervision and coordination of the ACE experience. These three individuals coordinate their supervisory and mentoring efforts throughout the two years of ACE. Expectations and guidelines are presented below for each of these individuals.

This multi-tier model of supervision is designed to allow the mentor teacher to function in a genuine mentoring role. This role is to become a trusted confidant of the ACE Teacher so as to provide support, advice, information and guidance in a non-threatening manner. The school administrator, or designee, acts as the clinical supervisor in the sense that periodic formal observations and summative evaluations are completed on a regular basis. The school administrator’s role also encompasses several of the characteristics of inducting a new teacher. The university supervisor works with the mentor and the school administrator to facilitate their supervisory efforts, and observes and confers with the ACE Teacher at least once each semester. While the university supervisor is responsible for assigning a grade for each semester of the experience, (EDU 65950, Supervised Teaching, 2 credits each semester and EDU 65930 Clinical Seminar in Teaching, 1 credit each semester), input and consultation from both the mentor and the clinical supervisor is included in this process. Additional input may be provided by the ACE pastoral team and faculty who have worked with and visited the ACE Teacher in the classroom during the teaching experience.

4.2.1 Role and Expectations of the Mentor Teacher

The mentor teacher is the key support person in the three-tiered model of supervision. The mentor is typically selected by the school principal or other appropriate administrator based on being a model veteran educator who exemplifies the attributes of a master teacher. The mentor is one who becomes a trusted advisor and confidant and who provides guidance, support, and affirmation to the ACE Teacher. Often the mentor has graduate preparation in supervision and curriculum. The primary role of the mentor is to be open, constructive and honest in helping the ACE Teacher through the difficult early experiences as a new teacher. The mentor serves as the person who helps interpret the
philosophy, goals, policies and needs of the local school, one who introduces the ACE Teacher to the culture of the school and community, and one who serves as a close colleague throughout these critical first years of teaching.

Mentors are expected to provide formative feedback to ACE Teachers in that they observe teaching and offer guidance for improvement in the teaching performance. The mentor acts as a liaison that helps to acclimate the ACE Teacher to the new environment and provides a bridge with the administration and other faculty members. Mentors who work collaboratively with their ACE Teacher on planning, curriculum, classroom management and basic pedagogy provide the trusting relationship necessary for continued professional growth.

Mentors are provided with assistance and support from both the school administrators and the university supervisor. The mentor is consulted in the evaluation process, but is not expected to complete a summative evaluation of the ACE Teacher. The mentor teacher has no role in grading, as we wish to promote a true mentor-beginning teacher relationship by limiting the evaluation of the mentor to a formative evaluation only. The mentor’s role is to be a supporter in whom the ACE Teacher can confide and develop a close relationship.

In brief, the mentor teacher:
- becomes a trusted supporter of the ACE Teacher;
- models enthusiastic, professional behavior;
- helps interpret the teaching and school experiences for the ACE Teacher;
- serves as a sounding board for reflection and growth;
- provides guidance in the development of classroom management skills;
- offers assistance in planning;
- helps interpret curriculum and community expectations;
- regularly observes the ACE Teacher’s classes;
- confers with the ACE Teacher at least bi-weekly, more often at the school year’s beginning;
- assists in finding teaching resources;
- helps in orienting the ACE Teacher to the school community;
- supports the analysis and reflection on teaching by the ACE Teacher;
- is a good listener and teacher for the ACE Teacher.

Sample Mentor Coaching Outline
A peer-coaching model has been shown to be effective in skill acquisition and skill application by beginning teachers. This model includes the following:

Pre-conference Discussion
1. What skill or strategy is to be observed?
2. What is the purpose of the lesson?
3. What will students be able to do at the end of the lesson?
4. What strategies will be used to accomplish the objectives?
5. What teacher behaviors will be demonstrated?
6. What behaviors will students demonstrate?
7. What led up to this lesson?
8. Are there any concerns about the lesson?

Observation
Can range from 5-10 minutes to half a day

Post-conference discussion
1. How did the beginning teacher feel about the lesson today?
2. What does he/she recall the students doing?
3. What does he/she recall of his/her own behavior?
4. How did the students’ behavior compare to what was planned?
5. How did the teacher’s behavior compare with what was planned?
6. Did he/she accomplish the purpose of the lesson?
7. What will the teacher do differently or the same in future lessons?
8. What can the beginning teacher tell the mentor about the process: what was most useful; what was least useful?

Some guidelines for the coaching process follow:
1. The starting point is what the beginning teacher thinks, not what the mentor thinks.
2. The teacher steers the process; the coach is the resource.
3. The process must remain non-judgmental.

4.2.2 Role and Expectations of the Lead Mentor Teacher

The Lead Mentor Teacher works with the Elementary ACE Teacher during the Summer Practicum session in small group settings at the individual school site. These teachers are comprised of former ACE graduates, diocesan, and local school corporation teachers with current and relevant experience. The Lead Mentor Teacher’s primary role is to assist ACE Teachers in their planning and practice. The Lead Mentor Teacher has both a mentoring role and an evaluative role. The Lead Mentor is an outstanding resource for the local school, the Cooperating Teacher, and most importantly the ACE Teacher.

The following recommendations serve as suggested Lead Mentor Teacher responsibilities at the local school and classroom site:
1. Assists the ACE Teacher in planning and preparing for instruction.
2. Reviews teaching and lesson planning after instructional pieces.
3. Debriefs/Discusses with the ACE Teacher about their performance – provides summative feedback focused on planning practices and targeted improvement.
4. Provides specific feedback, directives, and support when communicating with the ACE Supervisor and Teacher Intern.
5. Shares evaluative thoughts with the Supervisor.
6. Evaluates video recording with the ACE Teacher and shares evaluative grade with the Supervisor.
7. Communicates with the Cooperating Teacher, Practicum Supervisor, and the Field Director on issues of ACE Teacher placement and performance.
8. Works with the Cooperating Teacher to plan effective lessons and assessments.

4.2.3 Role and Expectations of the Clinical Supervisor

The school administrator (or designee) fulfills the important role of support for the mentor and the ACE Teacher in this three-tiered supervision model. The administrator normally selects and monitors the mentor who works with the ACE Teacher. Usually the administrator provides support for the ACE Teacher much as would be provided to any new teacher in the building. Providing the ACE Teacher with appropriate policies, handbooks, curriculum guides and generally orienting them to the school and community are typical responsibilities of many principals. In addition, fulfilling the role of clinical supervisor requires that the principal (or other designee) observe and confer regularly with the ACE Teacher. Most principals observe and conference with the ACE Teacher two or three times each semester.

The clinical supervisor has primary responsibility for completing the summative evaluations of the ACE Teacher. The evaluation tool utilizes the performance indicators rated by university supervisors, which are aligned to the IDOE developmental standards. Completion of these evaluations does not preclude the use of school or diocesan observation or evaluation approaches or forms.

The school principal serves as the first school-site contact person with the university supervisor. The university supervisor maintains lines of communication with the school administrator so as to keep informed of progress and issues which need university support or attention. The university supervisor considers the school administrator the primary contact person (unless otherwise informed) when arranging school visits.

In brief, the clinical supervisor:
- serves as the school-site contact person for the university;
- assists the ACE Teacher in acclimating to the school and community;
- observes the ACE Teacher;
- conferences with the ACE Teacher;
- monitors and supports the ACE Teacher;
- completes a university summative evaluation each semester;
- communicates with university supervisor as needed

4.2.4 Role of the University Supervisor

The university supervisor is the ACE Teacher’s primary faculty contact. The university supervisor coordinates the experience of the ACE Teacher through providing information
and support in a liaison role with the school administration and mentor teacher. The university supervisor provides appropriate report forms and other administrative details as needed. Visitation to site schools includes observing the ACE Teacher, conferring with both the ACE Teacher and mentor, conferring with school administrators, and providing requested support. The university supervisor is available as needed in special circumstances. Regular contact via e-mail, telephone and mail are maintained with all three school-site persons (principal, mentor and ACE Teacher) so as to keep everyone informed of expectations, progress and needs.

The university supervisor is primarily responsible for assigning grades for the supervised teaching experience each semester. The summative evaluation reports of the school administrator, plus the input from the mentor teacher, serve as valuable guidance in assigning these grades.

ACE Teachers are expected to complete a number of requirements for the university during the two years of teaching. Journaling, communication via e-mail, reflective teaching activities, videotaping of teaching, and portfolio documentation are included. Mentors and administrators are kept informed of these requirements.

The university supervisor establishes a visitation schedule in conjunction with the appropriate school administrators, the mentor, and the ACE Teacher. Classroom visitations to observe the ACE Teacher are expected so that the university supervisor may facilitate professional growth and improvement. Each ACE Teacher is visited once each semester. More frequent visits are arranged when needed. The university supervisor, other ACE M.Ed. faculty and ACE team are available for special situations where assistance is needed.

In brief, the university supervisor:
- is the primary liaison for the supervised teaching experience;
- provides information regarding expectations and requirements;
- supports the activities of the mentor teacher and clinical supervisor;
- arranges for all mentor/clinical supervisor training;
- visits each semester to observe and conference with the ACE Teacher;
- consults with both the mentor teacher and supervisor;
- assigns semester grades for the supervised teaching experience;
- provides special assistance when needed.

4.2.5 Role of the ACE Team and Other M.Ed. Faculty

The ACE pastoral administrative team, each an experienced teacher with at least a masters degree, visits each host school and community at least once each fall and spring to keep informed of the ACE Teacher’s progress and involvement in the school and diocesan community. The ACE pastoral administrator visits the classroom of the ACE Teacher and consults with the school administrator regarding progress, growth and needs. The ACE pastoral administrator may make additional visits in the spring as needed.
Other M.Ed. faculty may also visit the host schools to offer assistance and consultation. Both pastoral team and faculty keep the university supervisor informed of their observations, support ongoing activities, and make recommendations to the university supervisor.

4.2.6 Role, Expectations, and Responsibilities of the ACE Teacher

Each ACE Teacher is enrolled in two courses related to supervision each semester (EDU 65950 Supervised Teaching (2 credits) and EDU 65930 Clinical Seminar in Teaching (1 credit). The university supervisor is responsible for assigning an appropriate grade for these courses.

In addition to fulfilling the duties of teacher of record for the classroom and school, the following are general requirements for the EDU 65950 and EDU 65930 courses.

**EDU 65950 Supervised Teaching**

This course centers on the 3,000 hours of classroom teaching completed over the two years of ACE. Site visits and other sources of information will contribute to formative and summative evaluation in each of the four semesters. The university supervisors will visit each teaching site to monitor ACE Teacher’s development according to the three pillars, the performance indicators, and the Indiana Developmental Standards. The focus of these site visits is formative in nature with summative evaluation coming at the end of each of the four semesters. During the site visits, additional sources will provide information on ACE Teacher progress: post-observation meetings with the ACE Teacher, examination of instructional and classroom management materials, examination and discussion of the content course assignments, meetings with the mentor teacher, building principal and diocesan superintendent, and reflective writing submitted for the EDU 65930 course. Documentation of progress will take the form of classroom teaching observation instruments, standardized instruments for field notes and standards tracking, mentor teacher observation and feedback instruments, and principal semester evaluations.

The ACE Teacher should:
1. Provide the mentor teacher and clinical supervisor with all necessary forms.
2. When the university supervisor visits, the ACE Teacher should:
   - make available a copy of the lesson plans and teaching materials which will be used the day of the visit
   - make available a good sampling of plans from past lessons and future lessons/units
   - plan for consultation with the supervisor
   - remind the building principal and mentor teacher of the visit

The course grade for EDU 65950 is determined by the ratings of performance indicators, differentiated across the four semesters. At the end of the first semester of teaching, ACE Teachers are graded according to fourteen performance indicators considered fundamental to managing and teaching in a classroom. With each consecutive semester, additional performance indicators are rated as means to determine the EDU 65950 grade
and monitor professional development. Following is the cumulative progression of focus on performance indicators by semester:
Cumulative Progression of Performance Indicators – asterisks denote differentiated indicators

**First Semester:** 7 necessary* & 7 sufficient** PIs
**Second Semester:** 7* and 7** necessary & 4 sufficient*** PIs

<table>
<thead>
<tr>
<th>Domain 1: Planning and Preparation</th>
<th>Domain 1: Planning and Preparation</th>
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<tbody>
<tr>
<td>1. Demonstrates knowledge of content and pedagogy**</td>
<td>1. Demonstrates knowledge of content and pedagogy**</td>
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<td>2. Demonstrates knowledge of students</td>
<td>2. Demonstrates knowledge of students</td>
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<tr>
<td>3. Designs coherent unit-based instruction</td>
<td>3. Designs coherent unit-based instruction</td>
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<td>5. Selects instructional outcomes/goals</td>
<td>5. Selects instructional outcomes/goals</td>
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<td>6. Design assessments to provide evidence of learning</td>
<td>6. Design assessments to provide evidence of learning</td>
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<td>7. Demonstrates knowledge of resources</td>
<td>7. Demonstrates knowledge of resources***</td>
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<tr>
<th>Domain 2: The Classroom Environment</th>
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<tr>
<td>1. Establishes a culture for learning</td>
<td>1. Establishes a culture for learning***</td>
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<tr>
<td>2. Manages classroom procedures*</td>
<td>2. Manages classroom procedures*</td>
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<td>3. Manages student behavior*</td>
<td>3. Manages student behavior*</td>
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<td>4. Organizes physical space*</td>
<td>4. Organizes physical space*</td>
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<th>Domain 3: Instruction</th>
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<tr>
<td>1. Communicates clearly and accurately**</td>
<td>1. Communicates clearly and accurately**</td>
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<tr>
<td>2. Uses questioning and discussion techniques**</td>
<td>2. Uses questioning and discussion techniques**</td>
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<tr>
<td>3. Engages students in learning**</td>
<td>3. Engages students in learning**</td>
</tr>
<tr>
<td>4. Provides feedback to students**</td>
<td>4. Provides feedback to students**</td>
</tr>
<tr>
<td>5. Modifies instruction according to developmental level, language proficiency, and instructional needs of students***</td>
<td>5. Modifies instruction according to developmental level, language proficiency, and instructional needs of students***</td>
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<td>7. Assesses student learning**</td>
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<tr>
<th>Domain 4: Professional Responsibilities</th>
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<tbody>
<tr>
<td>1. Maintains accurate records*</td>
<td>1. Maintains accurate records*</td>
</tr>
<tr>
<td>2. Communicates with parents and guardians*</td>
<td>2. Communicates with parents and guardians*</td>
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<tr>
<td>3. Demonstrates professionalism*</td>
<td>3. Demonstrates professionalism*</td>
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<thead>
<tr>
<th>Pillar I: Building Community</th>
<th>Pillar I: Building Community</th>
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<tbody>
<tr>
<td>1. Contributes to the school community</td>
<td>1. Contributes to the school community***</td>
</tr>
<tr>
<td>2. Contributes to the larger community</td>
<td>2. Contributes to the larger community</td>
</tr>
<tr>
<td>3. Promotes student engagement with community resources</td>
<td>3. Promotes student engagement with community resources</td>
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<tr>
<th>Pillar III: Growing Spiritually</th>
<th>Pillar III: Growing Spiritually</th>
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<tbody>
<tr>
<td>1. Creates environment of respect and rapport*</td>
<td>1. Creates environment of respect and rapport*</td>
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<tr>
<td>2. Fosters character and ethical development</td>
<td>2. Fosters character and ethical development</td>
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<tr>
<td>3. Fosters spiritual development in children</td>
<td>3. Fosters spiritual development in children</td>
</tr>
<tr>
<td>4. Serves as spiritual and ethical role model</td>
<td>4. Serves as spiritual and ethical role model</td>
</tr>
</tbody>
</table>
Cumulative Progression of Performance Indicators – asterisks denote differentiated indicators

**Third Semester:** 7*, 7** and 4*** necessary & 6**** sufficient PIs

**Fourth Semester:** 7*, 7**, 4***, and 6**** necessary & 4† ungraded PIs

<table>
<thead>
<tr>
<th>PILLAR I FORMING PROFESSIONAL EDUCATORS</th>
<th>PILLAR I FORMING PROFESSIONAL EDUCATORS</th>
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<tr>
<td>6. Design assessments to provide evidence of learning ******</td>
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</tr>
</tbody>
</table>

7. Demonstrates knowledge of resources***

**Domain 2: The Classroom Environment**
1. Establishes a culture for learning***
2. Manages classroom procedures*
3. Manages student behavior*
4. Organizes physical space*

**Domain 3: Instruction**
1. Communicates clearly and accurately**
2. Uses questioning and discussion techniques**
3. Engages students in learning**
4. Provides feedback to students**
5. Modifies instruction according to developmental level, language proficiency, and instructional needs of students***
6. Modifies instruction for children with learning exceptionalities****
7. Assesses student learning**

**Domain 4: Professional Responsibilities**
1. Maintains accurate records*
2. Communicates with parents and guardians*
3. Shows professionalism *

<table>
<thead>
<tr>
<th>PILLAR II BUILDING COMMUNITY</th>
<th>PILLAR II BUILDING COMMUNITY</th>
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<tbody>
<tr>
<td><strong>Domain 3: Instruction</strong></td>
<td><strong>Domain 3: Instruction</strong></td>
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</tbody>
</table>
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2. Uses questioning and discussion techniques**
3. Engages students in learning**
4. Provides feedback to students**
5. Modifies instruction according to developmental level, language proficiency, and instructional needs of students***
6. Modifies instruction for children with learning exceptionalities****
7. Assesses student learning**

**Domain 4: Professional Responsibilities**
1. Maintains accurate records*
2. Communicates with parents and guardians*
3. Shows professionalism *

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<tr>
<th>PILLAR III GROWING SPIRITUALLY</th>
<th>PILLAR III GROWING SPIRITUALLY</th>
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<tr>
<td><strong>Domain 3: Instruction</strong></td>
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</table>
1. Maintains accurate records*
2. Communicates with parents and guardians*
3. Shows professionalism *

**Domain 4: Professional Responsibilities**
1. Maintains accurate records*
2. Communicates with parents and guardians*
3. Shows professionalism *

**PILLAR III GROWING SPIRITUALLY**
1. Creates environment of respect and rapport*
2. Fosters character and ethical development†
3. Fosters spiritual development in children†
4. Serves as spiritual and ethical role model†
The grade for EDU 65950 is based on the specific performance indicators pertaining to each semester, with the fourth semester’s grade representing a cumulative assessment of the teacher’s proficiency in meeting all performance indicators. The rating scale ranges from “unsatisfactory” to “exceptional” performance in meeting all descriptors pertaining to a performance indicator. This latter rating is rare and denotes mastery beyond general beginning teacher level. Following is the rating scale and course grade threshold levels aligned with the performance indicators.

Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Descriptor</th>
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<tbody>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td>Limited evidence, from site visits, supervision course reflections and assignments, principal evaluations, mentor feedback, and content coursework that some descriptors relating to the performance indicator are being met or addressed. In light of this rating, improvement goals continue to be maintained or revised.</td>
</tr>
<tr>
<td><strong>Basic</strong></td>
<td>Evidence, from these multiple sources, that descriptors relating to the performance indicator are being met and addressed through teaching practices-performances at a basic level of proficiency. Professional development goals are being maintained or may be revised.</td>
</tr>
<tr>
<td><strong>Proficient</strong></td>
<td>Evidence, from these multiple sources, that all descriptors relating to the performance indicator are fully met and/or maintained through teaching practices-performances. Professional development goals are being maintained or may be revised.</td>
</tr>
<tr>
<td><strong>Exceptional</strong></td>
<td>Evidence, from multiple sources, that all descriptors relating to the performance indicator are not only maintained at a proficient level, but some or all of these areas continue to be improved upon or met through new and unique teaching practices-performances.</td>
</tr>
</tbody>
</table>

For purposes of course grading, “proficient” is standardized to the A range. For any given semester, a minimum threshold number of performance indicators must be scored in the “proficient” range, while a maximum number of “basic” ratings and no indicators rated at the “unsatisfactory” level contribute to an A grade.
EDU 65950 Grade Summary Chart – Performance Indicator Equivalents

- “P”=Proficient; “B”=Basic; “U”=Unsatisfactory
- The numbers in the chart represent the lower threshold for each of the letter grades; for example, in order to receive an A at the end of first semester, the ACE Teacher must be rated “proficient” in at least 6/7 of the “necessary” performance indicators from the prior (summer) semester with the remaining rated “basic”; the ACE Teacher must be rated “proficient” in at least 3/7 of the “sufficient” performance indicators introduced in the first-semester with the remaining rated “basic.”
- For each consecutive semester, ratings for prior “sufficient” performance indicators are expected to rise towards the “proficient” level; for example, in order to maintain an A in the second semester, 6/7 of the “necessary” performance indicators and 5/7 that were of “sufficient” focus in the first semester must be rated at the “proficient” level.”
- Line breaks represent distinctions between each semester in terms of prior and new performance indicators of focus.
- The University Supervisor, in collaboration with school personnel, will draft an improvement plan when determined necessary. This will occur automatically for any teacher earning a grade of “B-” or lower. A grade of “C” or lower will precipitate a conference with the University Supervisor and, if necessary, the M.Ed. Academic Director.

Grading Summary Chart – “sufficient” becomes “necessary” in the subsequent semester

<table>
<thead>
<tr>
<th>PI</th>
<th>1st Semester</th>
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<tbody>
<tr>
<td>7 necessary*</td>
<td>6=P 5=A- 4=B+ 3=B 2=P 1=A- 1=P</td>
</tr>
<tr>
<td>7 sufficient**</td>
<td>3=P 2=B 1=A- 0=U 3=P 2=B 1=A- 0=U</td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
</tr>
<tr>
<td>7 necessary*</td>
<td>6=P 5=A- 4=B+ 3=B 2=P 1=A- 1=P</td>
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<tr>
<td>7 sufficient**</td>
<td>5=P 4=B 3=B 2=P 1=A- 0=U 0=U 0=U</td>
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<tr>
<td>3rd Semester</td>
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<tr>
<td>4 sufficient***</td>
<td>2=P 1=B 0=U 0=U</td>
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<tr>
<td>2=P 1=B 0=U 0=U</td>
<td></td>
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<tr>
<td>2=B 3=B 4=B 5=B 6=B 7=B 8=B</td>
<td></td>
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<tr>
<td>2=P 1=B 0=U 0=U</td>
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*Mandatory Improvement Plan*
**EDU 65930 Clinical Seminar in Teaching and EDU 65935 Capstone Seminar in Teaching and Practice**

This course serves to support and structure reflective teaching over the course of the two years of the ACE program. The ACE Teacher completes a series of guided reflections each semester designed to align with the three pillars of ACE and the differentiated program of professional development and collection of performance evidence. Each reflection requires standard components and will be assessed by the University Supervisor according to its thoroughness and proactive plan to implement change and improvement in teaching practices. A copy of these e-mail reflections is placed in the ACE Teacher’s permanent online portfolio file. Why the focus on reflective writing? This process serves the following purposes:

1. Documentation of efforts to improve and to reflect upon teaching
2. Facilitates consistent contact and updating to University Supervisor
3. Enhances supervisor site visits by keeping the supervisor informed
4. Facilitates two-way communication and support/ideas with University Supervisor
5. Provides reflective and performance evidence contributing the portfolio file

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<thead>
<tr>
<th>3rd Semester</th>
<th>7 necessary*</th>
<th>7=P</th>
<th>7=P</th>
<th>6=P</th>
<th>5=P</th>
<th>4=P</th>
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*Four of the twenty-eight performance indicators will not count towards the final fourth-semester grade (see description of differentiation of performance indicators above).
Reflective Writing

Reflection is the major focus of this course sequence. Not only is reflection a component of the professional responsibilities according to the performance indicators, it is explicit to IDS #6 (the teacher engages in continuous professional growth and self-reflection). Reflection is crucial for explaining why and how you are proactive in your own development as a teacher. While it may be an intuitive skill, it is not one that is traditionally allotted a great deal of time. During the school week, a teacher is consumed with planning, instructing, and assessing, and even a veteran teacher has little time to reflect on what has transpired. When a teacher does reflect, it is often to lament the things that went badly; even more rare is reflection on the things that went well, and missing in both is the step beyond, which is "What have I learned?" and “How can I improve?” Reflection moves beyond a gut reaction to a hard, close look--a self-evaluation or assessment and proactive approach to one’s own professional development.

The course advocates “descriptive” and “dialogic” reflection – analysis of events that proposes reasoning from the teachers and others’ points of view and critical explanation that draws from theory of social, behavioral, cognitive, cultural and educational understanding (Hatton & Smith, 1995). When completing the guided reflections for this course, ACE Teachers must write with the following questions in mind:

1. (What?) Given a topic for reflection, what are examples of my own effective and ineffective performances?
2. (Why?) Explain in greater depth why particular performances were ineffective or issues that have arisen that must be addressed. Cite the sources of this evaluation and explanation, such as your own self-assessment, conversations and evaluations by the Mentor Teacher, Principal, and Supervisor, and applicable educational theory and research from your ACE M.Ed. coursework.
3. (How?) What resources can I seek and/or what actions can I take in my practice to address this/these issue/s and improve my practices?

Additionally, ACE Teachers are welcome to write about other experiences related to the ACE experience.

Reflections are intended as a means for the ACE Teacher to keep the University Supervisor regularly updated on issues of professional development. The assigned topics are differentiated. That is, they correspond to performance expectations as they change and increase over the four semesters of full-time teaching. These reflections are read and answered by the University Supervisor. All reflections are posted as part of the online portfolio. These are, therefore, considered public documents for teacher performance assessment. ACE Teachers are encouraged to supplement these reflections with personal discussion of experiences. However, issues in need of immediate attention, particularly personal issues, should be sent in separate e-mail messages.

Course Assessment
The course grade for EDU 65930 for year one teachers consists entirely of reflective writing assignments designed to provide a consistent flow of information between the ACE Teacher and University Supervisor. The course grade for EDU 65930 & 65935 for year two teachers consists of three reflective writing assignments each semester and the submission of evidence of professional growth. This might include documentation of a contribution to the professional
development of others or documentation of a resource created for the benefit of the school community along with an annotated video showing PI mastery. Each reflection is scored on a five-point scale based on thoroughness according to the assigned topic (performance indicator/s and their descriptors) and proactive plan presented to improve upon teaching practices. The following rubric is used:

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<td>All criteria are met; reflection provides thorough detail of successes, problems, issues, and proactive plans for improvement</td>
<td>Most criteria are met; reflection provides detail of successes, problems, issues, and proactive plans for improvement</td>
<td>Some criteria are met; reflection provides some detail of successes, problems, issues, and proactive plans for improvement</td>
<td>Few criteria are not met; reflection does not detail successes, problems, issues, and proactive plans for improvement; may also indicate well overdue work</td>
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**Criteria**
- Assigned topic/s are addressed by referencing the performance indicator and its descriptors
- Three-step reflective cycle is addressed:
  - (What?) Given a topic for reflection, what are examples of my own effective and ineffective performances?
  - (Why?) Explain in greater depth why particular performances were ineffective or which issues that have arisen that must be addressed. Cite the sources of this evaluation and explanation, such as your own self-assessment, conversations and evaluations by the Mentor Teacher, Principal, and Supervisor, and applicable educational theory and research from your ACE M.Ed. coursework.
  - (How?) What resources can I seek and/or what actions can I take in my practice to address this/these issue/s and improve my practices?
- Length of Reflection is 500 words minimum
- Reflection is sent by midnight of the due date – Indiana standard time

The following grading scale reflects the percentage breakdown of scored assignments for Year One:

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*As per graduate school policy, a < C grade is unacceptable

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*As per graduate school policy, a grade < C is unacceptable

**4.2.7 Policy on Placement Changes in ACE Teaching Fellows**

ACE Teachers accept the invitation to participate in ACE with the expectation that they commit to two years at a particular grade level and subject area. ACE discourages its teachers to request a change in placement as it generally puts a burden on the school and
inhibits the continuity and growth that typically characterize the movement from first to second year.

Should the school and the ACE Teacher wish to reassign responsibilities, the Academic Director of the M. Ed. must immediately be consulted. ACE will have two concerns: implications for licensure and for successfully meeting the expectations of the M.Ed. program.

- Licensing requirements may well be incompatible with the reassignment in which case ACE Teachers should understand that ACE cannot then guarantee special arrangements to enable them to be licensed.
- Second summer and second year course work and assignments assume that teachers will reflect and build upon first year experiences, both developmentally and academically. Inability to draw upon first year experiences is a significant hindrance to successfully meeting the academic expectations.

On occasions when the principal wishes not to extend another contract to the ACE Teacher, should the superintendent support another placement at a different school and find a principal willing to accept the teacher, the Director of Teacher Formation and Education Policy may grant such a transfer upon consultation with the field supervisor and others.

Movement from one diocese to another is warranted only in exceptional circumstances as determined by the Directors of ACE Teaching Fellows and is only possible with the full knowledge and approval of the key stakeholders involved, namely, both superintendents and principals.

4.2.8 Summary

The ACE Teacher has considerable support and a number of professional resources to call upon during the two-year service experience. While the mentor teacher is the key support person at the host school, the clinical supervisor (school administrator) also provides counsel, support, and evaluative feedback. The university supervisor works with all three individuals to ensure continued professional development and fulfillment of the requirements and expectations by the ACE Teacher. Other M.Ed. faculty and ACE team members also contribute to providing high quality support and supervision to the ACE Teacher.
5.0 Informational Appendix

5.1 Policy on Community and Marriage

ACE teachers live in small intentional Christian communities. In the context of Christian community, they are called to grow together, to support one another, and to challenge each other as they develop personally, professionally, and spiritually. The Building Community pillar of ACE is certainly broader in reference and expectation than each ACE house; however, a principal experience of community is rooted in the life of each ACE house.

The vision of small Christian community that each ACE house is called to explore entails a substantial giving of the self for the good of the community. This vision of community, endorsed by years of programmatic experience, is such that admission to ACE is reserved to single lay people committed to living in the ACE house with the other community members. Because of this commitment to intentional Christian community, residence in an ACE house is restricted to members of the ACE program.

Because ACE is a two-year program, the possibility arises that members could wish to marry before they complete their two years of service. In such cases, we encourage the engaged couple to reflect with care on their decision. The emotional, social, and spiritual energies required by the ACE model of intentional Christian community are likely to conflict with the demands connected with the intimacy of marriage, particularly at the onset of the marriage. Because of our profound respect for the Sacrament of Marriage, we strongly recommend that ACE participants enter into marriage at a time when they are able to enter fully into that Sacramental relationship without having substantial responsibilities to an ACE community, in fairness to the marriage and to the other community members.

In the event a couple considers the possibility of marrying before one has completed his or her term of service in ACE, they would be asked to enter into a discernment process with the ACE leadership to determine whether they will be able to continue to participate in the ACE program should they decide to wed before completing their service. The leadership of ACE will review each situation as it arises and a decision will be made considering the least disruption to the three pillars. Consensus will be the goal of such a discernment process; however, the leadership of ACE reserves the right to make the final decision about continuance in the program after marriage.

5.2 Policy on Housing in ACE

ACE arranges two types of housing for its teachers during their time in the program. During the two summer sessions at the University of Notre Dame, ACE Teachers live in the dormitories on campus, typically with one or more roommates, also from ACE. During the two academic years, ACE Teachers live in modestly furnished housing.

The usual practice is that ACE asks each (arch)diocese to locate safe, adequate, and affordable housing; affordability necessitates that in many cases, for example, ACE Teachers share
bedrooms. ACE Teachers are responsible for expenses connected with this housing such as rent and utilities. Residents are also responsible for maintaining appropriate levels of cleanliness and upkeep in these dwellings. Therefore, ACE Teachers are responsible for security deposits or any portion thereof that are forfeited for damages.

Placement in a particular ACE community is determined by the leadership of the program and is based largely on the expressed needs of the schools. Considerable energy and resources are devoted to facilitate healthy communities, both during the summer sessions at Notre Dame and during the academic year.

Living in community can provide substantial support for its candidates, though on occasion it can also pose considerable challenges. ACE encourages its participants to embrace the challenges of communal living with honesty and charity, to see them ultimately as opportunities for growth. When difficulties arise, the (arch)diocese provides local resources through the superintendent of schools to help the community resolve its problems while ACE offers considerable support (e.g., regular communication, retreats, site visits).

It is possible that community life within a house could become so difficult that alternative housing arrangements may need to be considered and enacted for a member or members of a community. In such cases, the leadership of ACE reserves the sole right to determine if a member needs to be separated from the community and seek alternative housing arrangements.

Action taken on alternative housing arrangements is considered a temporizing action, designed to provide time and space for reestablishing and reintegrating the community life expected of each ACE candidate. Unless in the judgment of the Director of Teacher Formation and Education Policy there are exceptional circumstances, the separated member of the community is expected to find an alternative housing arrangement which meets the approval of the ACE leadership and to pay the costs, in keeping with the expectation that all ACE candidates pay for housing.

During this time, the ACE administration will undertake a review of the elements that have led to this challenge to community. If the ACE administration determines that the separated member has consistently behaved in ways that are in violation of the norms of community and is unwilling or unable to conform his/her behavior to these norms, the Director of Teacher Formation and Education Policy, in consultation with the other ACE Directors, may terminate the member’s participation in the ACE program. Otherwise, based on the review, the ACE administration will formulate a program of specific and appropriate actions expected of each member of the original community, which will lead to the reintegration of the separated member into a meaningful community. Failure to cooperate in this effort toward reintegration may lead to termination in the program. In that event, the employing principal will be notified of the termination and may, depending on the particular diocesan policies, choose to revoke the teaching contract.

**Procedures**
Although rarely invoked, in those situations where an ACE Teacher is relocated in alternative housing, the following procedure is initiated to review and evaluate the teacher’s ability to
contribute to the common good of his or her ACE community. The procedural steps may involve the following:

1. Evaluation by the pastoral and administrative team member responsible for the ACE community.

2. Evaluation by a second pastoral and administrative team member, one assigned to a different region of communities.

3. Evaluation by an ACE chaplain, and if available, an appropriate resource from the local diocese designated by the superintendent of schools.

4. Consultation with the office of the superintendent of schools.

5. These evaluations will be presented to the Director of Teacher Formation and Education Policy, who may also make an independent evaluation.

The Director of Teacher Formation and Education Policy, in consultation with the other ACE Directors, will make the final decision.

**Policies for Graduating Members**

The rent policy is explained in §5.4.6. All graduating members must vacate the house by June 30 of the year they finish the program. If a graduating member has written permission from his/her superintendent to stay in the house during July and/or August, he or she must pay the rent and utilities for the house for the time lived there.

All ACE houses will be subject to a house inspection, conducted by a representative of the diocese immediately prior to departure. All ACE houses should be left clean and in good condition for the summer. ACE Teachers are expected to consult with the diocese to determine appropriate air conditioner levels for the vacated house during the summer, lawn care arrangements, and other maintenance expected of the ACE members before departure.

At the end of the year, graduating members will be responsible for the condition of the common areas of the house. Each member will be responsible for the condition of his or her own bedroom. The house must be left in similar condition as when the members moved in, excepting normal wear and tear. Graduating members are expected to remove all of their belongings from the house and are responsible for cleaning the house prior to moving out. If, upon inspection by diocesan representatives, the house is not cleaned or is damaged, all graduating members of the house will be responsible for paying damage and cleaning costs. Diplomas will be withheld if costs are not paid. House inspection forms are available on the ACE website.

**Norms and Expectations for Life in an ACE Community**

ACE Teachers are called to build communities of faith, hope, and love and are expected to contribute to the common good of the local ACE household. Recognizing that each ACE community lives out this call in a variety of ways, drawing on the gifts and personalities of its
members, this document outlines the fundamental norms and expectations for community life in ACE.

1. As Notre Dame graduate students, ACE Teachers are reminded of their responsibility to abide by the expectations established in DuLac: A Guide to Student Life. Given the specific emphasis on community and spirituality in ACE, as well as the high moral standards expected of a Catholic educator, the expectations outlined in DuLac represent the minimum standard of behavior and respect for others.

2. In addition, membership in an ACE community entails that members consistently observe their responsibilities to engage actively in the life of that community as detailed in the community covenant they develop and sign. Active engagement in community life includes the regular sharing of meals, of household chores and expenses, and of the professional, social, and spiritual life of the community.

3. If challenges to community life arise, ACE Teachers must remain willing to engage in honest reflection, dialogue, and work with other community members and, if necessary, the ACE pastoral administrative team and local resources.

5.3 Policy for Participation in Research

During studies in ACE, one may be asked to participate in educational research. ACE supports research, publication and projects for the advancement of educational knowledge. Therefore, ACE welcomes the opportunity to collaborate on serious scholarly endeavors, especially when these are initiated by our faculty or program graduates. ACE also recognizes the rights of dioceses, universities, and other organizations to conduct research independently. An ACE Teacher’s participation in studies is subject to the individual researcher’s university Institutional Review Board and to the reasonable directives of the ACE Teacher’s employer (the principal).

Researchers who wish to access ACE Teachers in their classrooms or communities or ACE data must request approval in advance of all projects from the ACE Research Committee. ACE Teachers and schools will be alerted to any approved research. ACE Teachers may be asked to sign releases and will be notified by the ACE research committee, as well as by the individual researcher about procedures.

Research in an ACE school may also be initiated at the diocesan and/or school level. ACE Teachers are encouraged to participate in any research approved by the diocese or school, as such efforts generally benefit Catholic education. ACE Teachers with questions about research in which they are asked to participate may contact Dr. James Frabutt (mailto:jfrabutt@nd.edu).

5.4 Financial Information

5.4.1 Program Expenses

5.4.1.1 Program expenses supported by Notre Dame/ACE
The following are program expenses supported by the University of Notre Dame and ACE:

Graduate Tuition for program requirements

Fees:
- Nonrefundable application fee to ND Graduate School
- Graduate Student Activity Fee
- Technical Fee

Room and Board:
- Summer session housing
- Summer session meal plan
- Parking

5.4.1.2 Costs to Students

Textbooks: ACE Teachers order textbooks for the summer session from online sources.

GRE: All ACE Teachers are required to take the GRE at their own expense prior to admission to Notre Dame’s Graduate School.

Pearson Tests: The Pearson Content Test and Developmental Area Assessment are required to gain licensure. ACE Teachers will provide for the costs of this series of tests.

In addition, connection to an Internet provider in each community home is required for participation in online courses. Community members share this expense.

5.4.1.3 Resignation/Dismissal Fees and Reimbursements

Any ACE Teacher who resigns his/her position before the conclusion of the two-year commitment is required to reimburse ACE the amount of $2,500 for the tuition, fees, and program expenses associated with participation in the Program.

In addition, any ACE Teacher who resigns his/her position or is dismissed from ACE for any of the reasons outlined in Section 3.6 of this Handbook is required to reimburse ACE for his/her share of the rent due for the remainder of the year and to pay any pro-rata amounts owed for utilities or other shared community expenses.

5.4.1.4 Interest-Free Loans
Each year of participation, a maximum $500 loan is available to each ACE Teacher. No interest shall accrue on the principal balance unless full payment is not made by June 1 of the following year.

5.4.2 Lifetime Learning Tax Credit

The ACE program is unable to provide assistance and advice regarding taxes. A candidate may be able to claim the Lifetime Learning Tax Credit. As regulations often change, please consult a tax consultant for advice concerning this credit. A candidate may also find information online very helpful. The IRS has extensive information about the education credits and student loan interest deductions at http://www.irs.gov/publications/p970/ch03.html.

5.4.3 Student Loan Deferment

ACE Teachers who have been accepted into the Graduate School will be able to defer most, if not all, of their undergraduate student loans (depending on their loan companies). ACE Teachers cannot be considered full-time graduate students at the University of Notre Dame unless all requirements for full acceptance by the Graduate School have been met. In addition, each semester, ACE Teachers must complete the appropriate deferment forms available from their loan companies. These forms should then be turned into the Office of the Registrar at Notre Dame when completed for the Registrar’s signature.

To verify attendance for loan deferment, insurance or scholarship for the current semester, send or bring forms directly to the Office of the Registrar.

All students must be fully admitted to the Graduate School and the ACE program before deferments can be processed. Failure to be accepted by the Graduate School will result in rejected deferment.

In sum, the following conditions apply:
1. Verifications of candidate status will not be processed until after enrollment dates.
2. Candidates must be accepted by the Graduate School and the ACE program.
3. The Registrar’s office will not be able to verify enrollment in semesters for which students have not completed the University enrollment process.
4. If a candidate has enrolled but the candidate’s application in the Graduate School Office is not complete (e.g. missing GRE scores, recommendation letters, final transcript, etc.), the deferment form will not be processed.

Verifications take 1-2 days to be mailed or picked up, except at the beginning of each semester, when it takes longer because of the number of requests being filled. Verification request forms are available in the Registrar’s office, 300 Grace Hall.

The Office of the Registrar may be reached by phone at (574) 631-5347 or by fax at (574) 631-3865.
**Perkins Loans:** Many ACE Teachers will qualify for partial loan cancellation (15% per year) on Perkins loans. This cancellation is dependent on the school’s eligibility and/or the subject (math, science, foreign language, bi-lingual education) the ACE Teacher teaches. Even if their loans are already in deferment, ACE Teachers may still qualify for Perkins loan cancellations. Qualifying information can be obtained from the Office of Financial Aid (574) 631-6436 once placements have been made.

For more information, please contact the following Department of Education website: [http://studentaid.ed.gov/PORTALSWEBApp/students/english/](http://studentaid.ed.gov/PORTALSWEBApp/students/english/)

### 5.4.4 ACE Travel Support

ACE provides limited travel support for the following:
- Travel to ACE site (year 1)
- Travel to Notre Dame after first year
- Travel to ACE site (year 2)

Financial support is provided for all programmatic retreats. The summer and December retreats are fully-funded at no cost to the ACE Teachers. For the April Retreat at Notre Dame prior to the first ACE summer, ACE provides travel support to new ACE Teachers and to diocesan representatives. ACE will pay for the lowest cost-restricted 21-day airline ticket or up to $500 in travel for off-campus ACE Teachers and for one diocesan representative from each diocese served by the new ACE cohort to attend this retreat.

### 5.4.5 Financial Support for Classroom Teachers

1) For **first-year** teachers in schools that lack basic educational materials, ACE will budget $2,500 annually for the purpose of supplying ACE classrooms with essential supplies with a limit of $50/teacher. Supplies must be approved by the University Supervisor and are to remain with the school. Applications are due by October 1.

2) Grants not exceeding $600 will be awarded on a competitive basis to support second-year ACE Teachers who wish to **present** at state, regional or national conferences. Applications are accepted at any time. Awards are given twice annually.

Application forms and processes are available to teachers via the ACE website at [http://ace.nd.edu/downloads/current-members-service-through-teaching/-/grants-from-ace/](http://ace.nd.edu/downloads/current-members-service-through-teaching/-/grants-from-ace/).

### 5.4.6 Community Housing Expenses

The diocese secures a modestly furnished house for each ACE community. ACE Teachers are responsible for the rent and utilities of their local ACE community houses from September 1 of the year they begin the ACE program through June 30 of the year they complete the ACE program.
The rent and utility policy proceeds as follows:

1. For houses with all second year students: ACE will pay all of July and August rent and utilities. The incoming new ACE Teachers will begin paying rent and utilities on September 1st.

2. For houses with both first and second year teachers: ACE will pay the portion of the July and August rent and utilities that would have been paid by the graduated ACE Teachers. (Thus, if two of the five ACE Teachers in a house are graduating, ACE will pay 40% of the July and August rent and utilities.)

3. For houses of all first year teachers: The ACE Teachers are responsible for paying the rent and utilities for July and August between their first and second year.

Other expenses for which ACE Teachers will be responsible include food, transportation, and Internet connection.

Each ACE Teacher will receive a modest living allowance sufficient to cover these expenses in the diocese in which he or she serves.

5.4.7 Insurance

ACE Teachers are to remain on their parents’ health insurance policies. ACE teachers must contact the Office of the Registrar (574-631-5997) or http://registrar.nd.edu/verification_request.htm to request an enrollment verification letter. ACE offers secondary health insurance to its teachers; the coverage remains in effect for the duration of their ACE experience.

5.4.8 International Students

International students are welcome to apply to ACE, but they are responsible for the cost of travel to and from the United States. A student visa will be provided during the term of enrollment at the University of Notre Dame.

All international students must present proof of required immunizations for the University health center.

All questions regarding financial information should be directed to the ACE office.

5.5 Health Requirements and Services for ACE Teachers

ACE Teachers must complete the following requirements prior to enrollment in the ACE M.Ed. program:

Candidates are required to return a completed History and Physical Form prior to registration. This form should be returned to the following address:
Vaccination requirements are listed on the first page of the History and Physical Form, and are also available for viewing on our website at http://uhs.nd.edu/forms/. ’Proof of immunization’ may be provided through the following options:

- Written documentation by a personal health care provider.
- Immunization records from a previous school (high school or college).
- Blood tests (titers) drawn to determine the presence of antibodies to these diseases. This process may be completed at University Health Services.
- Obtaining immunizations from this Health Center, one’s own private physician, or local Public Health Department.

If ACE Teachers are deficient in providing this documentation, they will be prevented from registering for classes until the requirements are met.

Information about health services on campus follows. Please contact University Health Services at St. Liam Hall at (574) 631-7497.

The Walk-In Ambulatory Care Clinic is open from 8am – 4pm during the summer semester. Students may be seen by a registered nurse, or by a physician as necessary. Physician hours are 9am - 12noon and 1:30 - 4pm. Lab and X-Ray and other ancillary services are referred appropriately.

The Pharmacy is open in the summer Monday through Friday from noon to 4 pm. Over-the-counter (OTC) medications and medical supplies are available. Prescriptions from University physicians as well as from outside physicians can be filled. The student can bring the prescription or the bottle with a student ID to the pharmacy during business hours. Refills may be phoned to us ahead of time to be ready for pickup. The pharmacy phone is 574-631-6574.

The pharmacy can accept cash or check. Receipts are provided for the student to file for insurance reimbursement.

5.6 Transcript Request Information

All transcript requests must be made in writing. ACE Teachers may fill out a Transcript Request Form in the Office of the Registrar, print out an on-line form from http://registrar.nd.edu/transcripts.shtml, or send a letter to the following:

Office of the Registrar
Transcript Clerk
300 Grace Hall
The request should include full name, dates of attendance, student identification number, address of person, school or company where transcript is to be sent, return address, and signature. A transcript cannot be ordered by phone. Faxes will be accepted at the following fax number (574) 631-3865. There is no fee for transcripts. No student can be fully admitted to the graduate school until a final transcript has been submitted to the Admissions office of the University of Notre Dame Graduate School.

5.7 Computer and Internet Responsibilities

ACE will provide one scanner and wireless router for each community house. This equipment is designated for the purpose of communicating with Notre Dame faculty for online ACE coursework and for maintaining communication with the ACE team and administration. In the case of equipment failure, please contact the ACE office immediately.

Replacement needs must be determined in conversation with the ACE office. Expenses related to computing must be approved by ACE prior to purchase. Failure to do so will result in non-reimbursement.

Inquiries/questions should be directed to the ACE Program Manager at ace.1@nd.edu.

All ACE Teachers are responsible for establishing a Notre Dame student e-mail account during the first week of the program. It is expected that ACE Teachers will use the student email account for all electronic correspondence related to ACE, including the online courses. It is expected that, during the first summer of coursework, ACE Teachers develop a facility with Sakai and with the on-line Academic Portfolio, which serve as the predominate media for online courses.

5.8 Policy on Internet Postings

Regardless of the privacy of one’s Internet posting, an ACE Teacher’s position as a Catholic school teacher should always inform the tone and content of the postings. Sensitive information (e.g. school information privy to only the ACE Teacher as a faculty member; information pertaining to other faculty members, students, or members of the school community) should never be included in any Internet posting.

5.9 Policy on Criminal History Checks

All M.Ed. students either participating in practicum in the summer or who may be eligible to serve as AmeriCorps members through ACE must complete all required State and Federal criminal history checks. These criminal history checks may include those conducted by the FBI, State of Indiana, the State in which the ACE Teacher will serve,
and the State of residence at the time of the ACE Teacher’s application to the program, and the National Sexual Offender Registry Check. Selection into the program is contingent upon review of the applicant’s criminal history. The applicant may review and challenge the factual accuracy of a result before action is taken to exclude the applicant from the program. Copies of these checks will be maintained confidentially and secured in the administrative offices.

5.10 Complaint Policy

The following procedure pertains to filing complaints for the ACE M.Ed. program. If an issue or problem arises with a faculty member, the licensure director, etc., it is always most appropriate to approach the person directly. If the issue is not resolved with the primary person involved, the next step is to approach the director of the academic program and ask that person to mediate the situation. If after a reasonable or mutually acceptable conclusion has not been reached in a reasonable amount of time, it is then appropriate to file a formal written complaint with the Complaint Review Processor. All information is confidential.

Complaints will be addressed by the Complaint Review Processor in coordination with the Coordinator of ACE Academic Programs. Formal complaints will be kept on file with the Coordinator of ACE Academic Programs (Dan Lapsley). Responses to complaints will be initiated within two (2) weeks of receipt of the formal complaint and completed in a timely manner.

To file a complaint for the Teaching Fellows (M.Ed.) contact:

Jim Frabutt, Ph.D.
Director, Teaching Exceptional Children Program
Alliance for Catholic Education
107 Carole Sandner Hall
Notre Dame, IN 46556
(574) 631-5763
References
