

## Georgetown College LBD Program Information Update-Spring 2012

### 2011-12 Semester Dates:

- o Winter IT 2011 [no town meeting, Classes December 5-January 3, 2012]
- **Spring 2012 [Virtual Town Meeting January 7, Classes January 17-April 19,2012] \*\***
- Summer I 2012 [Town Meeting April 14, Classes April 23—June 8,2012]
- Summer II 2012 [Town Meeting June 9, Classes June 13-July 31, 2012]
- Fall 2012 [Town Meeting August 11, Classes August 20, 2012]

**\*\* Please note that the Town Meeting for spring 2012 will be a “Virtual Town Meeting”**  
**The Town Meeting will be conducted on-line via Moodle and/or Go to Meeting Webinars.**

### LBD Office – Anderson Hall 107

Dr. Anita Jones, Program Director 502-863-7081 [Anita\\_Jones@georgetowncollege.edu](mailto:Anita_Jones@georgetowncollege.edu)  
 Angela Rexroat, LBD Administrative Assistant 502-863-7013 [Angela\\_Rexroat@georgetowncollege.edu](mailto:Angela_Rexroat@georgetowncollege.edu)  
**Graduate Office:** Dr. Andrea Peach, Associate Dean, Graduate Education  
 (Room 110) Robin McClure and Sandy Whelan 502-863-8176

#### 1. ALL online classes on the same portal: Georgetown College Moodle

- o <https://scholar.georgetowncollege.edu>
- o Help from Presidium <http://helpdesk.georgetowncollege.edu> or 1-866-588-3199

#### 2. Log In, User ID and Email Account

- Graduate students **must use their Georgetown College email. All correspondence will be sent through your campus email only!**
- If you wish to have your email which goes to this account forwarded to another email account (such as the one at your school), you can do this by logging onto <https://my.georgetowncollege.edu>. At the Home Page you will see a link Forward Student Mail under the section labeled My Account. Follow the link and the instructions and your student email will be forwarded to your preferred email address.

#### 3. Spring 2012 Registration

- 
- Early spring pre-registration was available through the pre-registration form that was provided to you, via email, by Angela Rexroat with a due date of September 30, 2011.
- On-line pre-registration can be done **on November 9 and 20 if you did not complete the registration via email.** If you submitted a pre-registration form, you do NOT need to register online. . However, you should check out your classes by going to <https://mv.georgetowncollege.edu> AFTER December 1 to ensure that you are registered for the correct courses.
- **You must review the courses you are registering for with the classes indicated on your curriculum contract. It is vital that you complete the ECE courses identified on your contract first as these courses will help you to successfully prepare you for the Praxis. If you have any questions regarding the courses you should contact your advisor prior to course registration.** However, you **DO NOT** register through advisors, only through pre-registration, online or through the Graduate Office 502-863-8176.

#### 4. Field courses (ECE 575A, ECE 575B, and ECE 576) must be completed following the enrollment procedures below:

##### For 2011-2012:

**Field Placements for students not currently teaching must be completed in both elementary and secondary settings in order to be eligible to receive the P=12 LBD Certification**

**ECE 576 Final Clinical Practice** requires completion of 12 weeks of full-time student teaching for all candidates who:

- are **NOT** teaching on a Temporary Provisional LBD certificate during ECE 576, **AND**

- will receive P-12 LBD as their initial Kentucky base teaching certificate.

#### **5. Moderate to Severe Disabilities (MSD) and Autism Spectrum Disorders (ASD) Program Information:**

- If you are interested in teaching students with moderate to severe disabilities (upon completion of your LBD certification Masters program) you are encouraged to enroll in the MSD Certification program (15 hours). (This specialty includes students with Functional Mental Disability and many times students with Autism as well.).
- The program for Autism Cognate is not a certification but does have classes concentrated specifically on Autism Spectrum Disorder (ASD-12 hours). Sometimes district have these students in with MSD or LBD classes depending on their ability. Othertimes the district will have enough students to have a separate Autism class.
- The MSD program requires the completion of a certificate in LBD first. Or if you have passed both Praxis tests and have an SOE for LBD but have not done KTIP, you will be eligible to enter.
- Many districts had job openings in these two specialty areas this year.
- Some districts have classes for LBD and get waivers to serve MSD or ASD students in the same classroom, so these are excellent educational areas to learn more about.
- The MSD Certification Program may be combined with a Masters of Arts in Teacher Leader or Rank I to reach the top of the pay scale. The ASD cognate (no certification) may be combined with the MATL as well.
- In order to enroll you need to contact Dr. Melody Deprez, Program Director
- 

#### **6. Town Meetings:**

- **Mandatory Attendance** at the **Town Meeting** at the beginning of each semester is required [not optional). Should you not be able to attend, you must notify the LBD Program Director at least two weeks in advance to seek approval to miss.
- **Individual COURSE** sessions—attend the sessions for the courses in which you are enrolled. The professor for that course will MEET YOU IN MOODLE at the time on the Town Meeting Schedule. This counts as the first class session each semester and the professor goes over specific expectations and their syllabus.
- **Portfolio sessions: One session to set up your electronic portfolio online (ALL portfolios are now electronic). Second session (in Exit Interview Conference) to review what is included in portfolio, formatting, etc.**
- **Exit Interview conference** is for students who will be completing the program in the next semester(s). An Exit Interview is **required** by Graduate policy. This Town Meeting session takes the place of an individual exit interview. The information needed to apply for graduation and specific information required for an LBD graduate portfolio with some examples, handouts; guidelines and tips will be disseminated and posted on the website. The Exit Conference is required prior to graduation.
  - January 7, 2012 (Spring Town Meeting)for those graduating between January 1 and August 2012
  - If you are graduating in December your g-portfolio must be submitted by December 3, 2011

#### **7 Certification**

- Students enrolled and taking courses in the LBD alternative route to certification program are eligible for a "Temporary Provisional LBD P-12" Teaching Certificate. You first have to be employed by a district.
- If you require a letter stating that you are enrolled in the program at Georgetown and are eligible for the certificate, request one from the LBD Office. This letter can accompany your application to school districts for employment.
- Once employed by a district, you must work with your district to complete your sections of the TC-TP (Teacher Certification-Temporary Provisional) and **mail the original to the LBD Office. Section II of the TCTP the district must stipulate that you are employed in an LBD position for the specific year (e.g., 2012-2013).**
- **TC-TP must be submitted annually and is** initiated by the student and district to renew temporary provisional certification. You must be registered/pre-registered for fall 2012 for a 2012-2013 renewal. You must be continuously enrolled while on a Temporary Provisional certificate.
- Students can check their own certification by logging on to **www.kvepsb.net** and going to **"View my application history"**
- To be Highly Qualified in elementary: must take Elementary Content PRAXIS test 0014

[Passing score is 148]

- To be Highly Qualified in secondary: must take PRAXIS content test for the grade and teaching area(s). Passing scores are posted on the Praxis website: [www.ets.org](http://www.ets.org)

**8. Financial Assistance**

- For questions about financial programs or if you need help applying, contact Student Financial Planning at [financialaid@georgetowncollege.edu](mailto:financialaid@georgetowncollege.edu) or call 502-863-8027. If you plan to apply for any of these programs, please e-mail or call about your plans **after you register for your coursework AND prior to Town Meeting.**
- Check into your eligibility for the KY Traineeship program by logging onto <http://traineeship.nku.edu> . Fall semester application is due **July 1**; spring semester is due **November 1**; and summer session is due **April 1**.
- Withdrawal and Refund Policy:** Students who withdraw from any or all classes should process their drops in a timely fashion.
  - Drops are not official until you notify the Graduate Office.
  - Refer to the refund schedule <http://www.georgetowncollege.edu/BusinessOffice/refunds.htm> **and be aware of the financial ramifications of dropping a course.** *Failure to provide proper and timely notification of your withdrawal can result in full charges and may result in an F I the course...*
- Business Office: 502-863-8021 [Shirley College] or 863-8027 [Financial Planning; 863-7960 Lynn Mayo]** [financialaid@georgetowncollege.edu](mailto:financialaid@georgetowncollege.edu)

**9. Student Billing**

- In addition to monthly e-bills, student account information is available 24/7 on <https://mv.georgetowncollege.edu> . Please log on and check it out under the "Finances" tab.
- As a reminder, paper bills are no longer sent to home addresses but rather sent via Georgetown College email addresses.** In order to enroll your parents in the monthly e-billing process, go to the "Statement Management" section under the "Finances" tab. If you do not use your Georgetown College webmail account, you may have your statements forwarded to another email address. Go to "My Account" and click on "Forward Student Mail." If you have questions, please call (502) 863-8021.

**10. Expectations for Online Students**

- All students are expected to participate weekly and to stay in touch with their professors.
- Email addresses, home addresses, and phone numbers must be kept current with the Graduate Office.

**11. PRAXIS: <http://www.ets.org>**

- Praxis must be taken prior to enrolling in ECE576. It is recommended that you take the Praxis upon completion of your required ECE courses.**
- When you get to the ETS web site, you click PRAXIS for test and then "register for a test". You will be registering for the **PRAXIS II** tests; (Praxis II is paper-based only)
- Georgetown College Recipient Code is RA1249. You MUST mark this to be sure we receive a score report!**
- Two Praxis tests are required:
  - 0353: Education of Exception Students: Core Content Knowledge ; KY Pass Score is **157**
  - 0542: Education of Exceptional Students: Teaching: Mild to Moderate Disabilities; KY Pass Score is **172**.
- Dates for 2011-2012 are below. . **WE EXPECT EPSB to adopt a new test** which will replace the two current tests by fall 2012.

Test Date	Registration Deadline		Scores Available	
	Regular	Late	0353 Multiple Choice	0542 Written
11/12/11	10/13/11	10/20/11	12/6/11	12/13/11
1/14/12	12/15/11	12/22/11	2/7/12	2/14/12

3/10/12	2/9/12	2/16/12	4/3/12	4/10/12
4/28/12	1/29/12	4/5/12	5/22/12	5/29/12
7/21/12	6/21/12	6/28/12	8/14/12	8/21/12

- Failure to pass a Praxis Test constitutes a major LBD Program Assessment failure and requires a remedial action plan to be developed based on the analysis of the test by the student and approved by the advisor

### **PRAXIS STUDY SESSIONS**

- To attend a Praxis Preparation/Study Session you need to email Angela Rexroat in the LBD Office. These preparation sessions provide materials and strategies for personal study - you will still need to prepare on your own or with a partner/study group. The following dates are dates scheduled for 2011-2012:
  - October 22, 2011      Anderson Hall
  - November 12, 2011    Anderson Hall
  - April 14, 2012        at town meeting
  - June 9, 2012          at town meeting

### **12. Curriculum Contract**

- Each student must have a signed curriculum contract on file. This is the document that is followed in registering for classes and lists the courses required to complete YOUR program. THIS DOCUMENT IS OBTAINED IN YOUR INITIAL ADVISING SESSION.
- Students should keep their signed copy of their contract. This can be used for financial assistance as well as used with employers to tell about coursework.

### **13. Conceptual Framework <http://education.georgetowncollege.edu/graduate/forms.htm> under "Other"**

- Students should become familiar with this document during their tenure in the graduate program.
- Portfolios must address how this framework is met in addition to Kentucky Teacher and CEC Standards for LBD.

### **14. Incompletes and Deficiencies Grades**

- Incompletes must be changed into a grade within one semester of receiving the incomplete. Otherwise, the grade becomes a failing grade (F). It is the professor who determines if they are willing to change an Incomplete F grade to another grade.
- Deficiencies must be addressed by the student. These are issued throughout the semester by the Professor to any student who is not participating in class, or who has failed to turn in appropriate work. Failure to address deficiencies results in a dispositions report and could result in being dropped.

### **15. Drop/Withdrawal from Courses**

- When dropping a course you **must** call the Graduate office and drop the class officially. It is not official until the Graduate office is notified AND the professor has been informed
- Students who do not participate in the first week of courses, chats, etc. will be dropped by their professors as non-participants
- To avoid being dropped the first week, student must work with professors regarding failure to participate
- Failure to pay the Business office at agreed payment dates will result in automatic drop from the course(s) and penalty fee

### **WP/WF Rules (Withdraw Passing/ Withdraw Failing)**

- If student withdraws before the posted half way date, no grade has to be issued
- If withdrawal is after the posted date, a WP or WF is issued
- WP –no effect on grade
- WF- counts as an “F” grade in the GPA

**16. KTIP Eligibility**

- **The Education Professional Standards Board requires that persons participating in the alternative certification program using a Temporary Provisional Certification (TC-TP) complete the program INCLUDING KTIP within 3 years.**
- **Students enrolled in the Alternative Certification LBD program are eligible for KTIP AFTER they have taken and passed both LBD PRAXIS tests and have completed 15 hours of mentored teaching (ECE 575A).**
- **A letter or statement of eligibility must be obtained from the LBD Office in order to participate in KTIP.**
- **KTIP is conducted by the employing school district, not by Georgetown College. Your school principal and district arrange the KTIP experience**

**17. Moderate to Severe Disabilities (MSD) Certification or Autism (ASD) Cognate**

- **Students interested in being able to teach students with moderate to severe disabilities and/or autism may upon completion of the LBD Program take courses designed to teach children with moderate to severe disabilities and/or autism**
- **If you are interested in MSD Certification or Autism cognate you need to contact Dr. Melody Deprez, MSD/ASD Program Director.**

**18. Ensor Library Database (Ensor Learning Resource Center, LRC)**

- For online library sources, go to: <http://librarv.georgetowncollege.edu>
- For help: call the general LRC Information number 502-863-8400, the Reference Desk 502-863-8401 or Helen Bevin at 502-863-8405

Ensor Learning Resource Center at Georgetown College provides online students opportunities to access periodicals, journals, etc. from the online system. The Georgetown College EBSCO Host login is the same as your Log on User ID and Password as you use for email and Moodle.

**19. APA Format Graduate** education students are expected to be able to write and prepare written documents in appropriate professional format, which is APA in education. Use the information provided online through the Purdue Online Writing Lab (OWL) <http://owl.english.purdue.edu/>**20. Professional Ethics**

- Georgetown College holds high standards, ethics and values for its students. It likewise has penalties should students not abide by the ethics and values. Any of the violations below constitutes a dispositions violation and requires the student to take a 1 hr. Ethics Class.
- Plagiarism is not tolerated at Georgetown College and especially in the Graduate School. Failure to acknowledge sources of information can lead to a grade of "F" for the project and possibly for the course.
- Students are also not allowed to resubmit their own work in different courses (double-assignments).
- Student purchase of papers from Internet sources and submitting as their own can result in an "F" for the paper and possible an "F" for the course.
- Georgetown College maintains ethically-related policies which apply to all students, especially those pursuing education degrees. These policies speak to areas of professional behavior and responsibility, to academic honesty and integrity, to research policies, and to Internet/network protocol. Details of these policies can be found in the Graduate Student Handbook on the graduate education website:

**21. Textbooks/Bookstore**

- **College Bookstore: 502-863-8135.** The Store will handle textbook orders by phone and ship to you.
- Georgetown College Campus Agreement with Microsoft enables students to purchase the student media at very low cost from The Store. The student media has two downloads on each media (CD) requiring the students to go through the registration wizard.

**22. Graduate Grading Policy**

- Graduate Grading Policy: 93-100 A; 85-92 B; 75-84 C and 65-74 is D
- Must maintain 3.0 GPA to remain in the program and graduate with MA
  - First semester < 3.0, placed on probation.
  - After period of time given to bring up to 3.0, if still < 3.0, placed on one year of suspension, during which no classes can be taken.
    - if a second suspension occurs, it is final and student is not allowed back into the program.
- "D" and/or "F" courses must be repeated
- Academic Probation if GPA falls below 3.0 for one semester or 3.0 at any time. The Graduate Dean will issue probation letter and state the conditions of the probation and the probationary period.
- Must check <https://mv.georgetowncollege.edu> for final grades -- Georgetown College does not mail out grades.

**23. Course/Instructor Evaluation**

- Each student is required to evaluate each course and instructor. Go through <https://mv.georgetowncollege.edu> account and follow the link for "Course Evaluation."
- Be sure to change the "**Program**" and "**Current Viewable Term**" to **Graduate**, and the **correct semester** (click on "Set Options" to make this change if needed).
- From this location you may complete evaluations for any online courses in which you are enrolled for this term. Be sure to "**Submit**" one course before choosing another.
- Must complete course evaluation by last day of class.

**24. Campus G Card**

- To make copies in the LRC or to check out materials, you must have a Georgetown College G-Card. You can get your G-Card at Highbaugh Hall. There you can get a picture and G-Card made to use for campus identification and vending. (Know your student ID number.)