



THE UNIVERSITY OF ARIZONA<sup>®</sup>  
COLLEGE OF FINE ARTS



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**ARTS EDUCATION TRAINING MODULES**



# Directions:

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## 1) READ THE INFORMATION AND LINKS

Read all the pages and incorporated links within this presentation.

Some of these slides include going to other websites or downloading documents to complete forms and training.

## 2) COMPLETE AND SUBMIT THE FOLLOWING FORMS

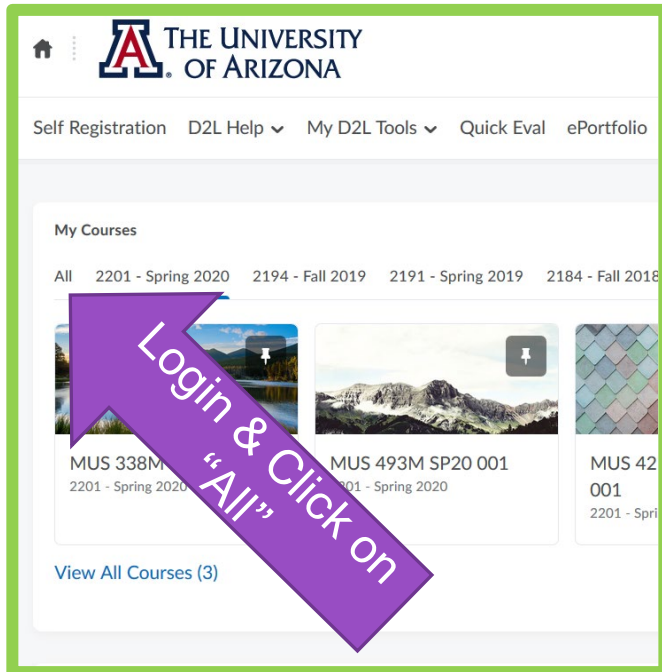
Upload the following as PDFs to the D2L Assignment Dropbox (label each file with your last name and the short title of the document (i.e., Lastname\_MandatoryReporting; Lastname\_FERPA; Lastname\_StandardsContract; Lastname\_Fingerprint):

1. [Mandatory Reporting Note-Taker](#)
2. [FERPA Certificate](#)
3. [Professional Standards Contract](#)
4. Photocopy of front and back of IVP [Fingerprint Clearance Card](#) or Application for card.



# Log in to D2L and make sure you can access our CFA TPP site.

If not, contact [knolan@email.arizona.edu](mailto:knolan@email.arizona.edu).



THE UNIVERSITY OF ARIZONA

Self Registration D2L Help My D2L Tools Quick Eval ePortfolio

My Courses

All 2201 - Spring 2020 2194 - Fall 2019 2191 - Spring 2019 2184 - Fall 2018

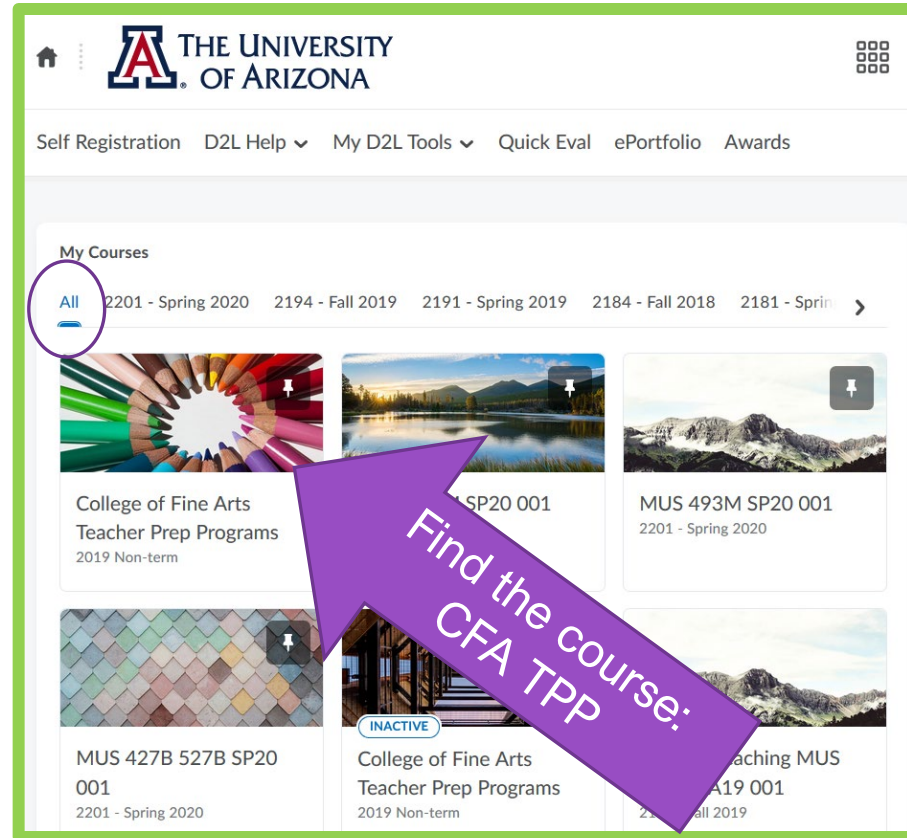
MUS 338M 2201 - Spring 2020

MUS 493M SP20 001 2201 - Spring 2020

MUS 427B 527B SP20 001 2201 - Spring 2020

View All Courses (3)

**Login & Click on "All"**



THE UNIVERSITY OF ARIZONA

Self Registration D2L Help My D2L Tools Quick Eval ePortfolio Awards

My Courses

All 2201 - Spring 2020 2194 - Fall 2019 2191 - Spring 2019 2184 - Fall 2018 2181 - Spring 2018

College of Fine Arts Teacher Prep Programs 2019 Non-term

MUS 493M SP20 001 2201 - Spring 2020

MUS 427B 527B SP20 001 2201 - Spring 2020

College of Fine Arts Teacher Prep Programs 2019 Non-term

INACTIVE

Teaching MUS 419 001 2201 - Fall 2019

**Find the course: CFA TPP**



# Mandatory Reporting

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UA students are required to complete the online Mandatory Reporting training module before they begin their field experience. Since you will be working with children, you must understand your legal obligation to report suspected abuse, neglect, and other reportable offenses.

This is the link to the online module: [www.mandatoryreporting.coe.arizona.edu](http://www.mandatoryreporting.coe.arizona.edu). The module includes a series of video clips as well as some documents regarding Mandatory Reporting statutes.

You are required to use the video clips and accompanying materials to complete this [note-taker](#). Once you are finished, submit the note-taker as a .pdf to the D2L Dropbox as evidence that you have met the Mandatory Reporting requirement. Label the file: *lastname\_MandatoryReporting.pdf*.



# FERPA

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UA students are required to complete the online FERPA training module before they begin their field experience. Since you will be handling student data, you must understand the FERPA (***Family Educational Records and Privacy Act***) laws that you must follow.

You are required to read through and take the quiz at the end of the College of Education's FERPA learning module, which is found at: <http://ferpa.coe.arizona.edu/>. You will need to log on using your UANetID and Password.

- Review all sections in [FERPA Overview](#)
- Review all sections in [Key Federal Laws](#)
- Take the [FERPA Quiz](#) (Note: You must be logged in to the website to take the quiz.)

You must earn a 100% on the quiz. You can retake the quiz until you earn 100%. When you earn 100%, you will be able to print a certificate to place in your professional portfolio.

After you complete the module, print the certificate or the page with your quiz results (print or save it as a PDF) and submit the certificate as a .pdf to the D2L Dropbox as evidence that you have met the FERPA training requirement. Label the file: *lastname\_FERPA.pdf*.



# Teacher Preparation Program Professional Standards

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The University of Arizona has a responsibility to the educational community to ensure that individuals who are recommended to the State of Arizona for teaching certification merit acceptance into the teaching profession. As a student in a University of Arizona teacher preparation program, you are expected to meet a number of professional standards, policies, and requirements. **These include both academic and behavior standards.**

## Adherence to Standards

Successful completion of the teacher preparation program is dependent upon a student's ability to meet the academic and behavior standards. If a student's performance raises concerns about their ability to successfully complete the program, University or field-based professional educators in the program may initiate a *Performance Concern Form*. Depending on the severity of the issue, the student may be placed on a *Professional Growth Plan*, which identifies steps for remediation, provides support, and establishes expectations that must be met within a given timeline. Possible consequences for not meeting the expectations in the *Professional Growth Plan* include removal from a course or clinical placement, failing grade in a course, withdrawal from the program with the right to petition for re-admission, or dismissal from the teacher preparation program. It is important to note that severe violations of the standards may lead directly to consequences listed above in lieu of a *Professional Growth Plan*.



# Academic Standards

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The Arizona State Board of Education has adopted the InTASC and ISTE NETS-T standards as the evaluative standards for teachers. You are required to review these standards:

- [InTASC Standards](#) (these are national standards for teaching)
- [ISTE NETS-T Standards](#) (these are national standards for teaching with technology)

All University of Arizona teacher preparation programs have aligned their curricula and assessments to these standards. Throughout your program, there will be a series of benchmark assignments, including the capstone experience of student teaching, to assess your progress in meeting these standards.



# Behavior Standards

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You are expected to behave professionally during the program, both as a student and a teacher, while on the UA campus, school district campuses, and related field experience events. There are three categories of behavior standards to which you must adhere:

**1. State of Arizona Standards:** *Arizona State Board of Education Professional Practices for Certificate Holders* (page 4 of <https://cms.azed.gov/home/GetDocumentFile?id=57a4d90caadebe130c51857a>)

**2. University of Arizona Standards:**

- *Student Code of Conduct* (<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>)
- *Threatening Behavior Policy* (<http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>)
- *Non-Discrimination and Anti-Harassment Policy* (<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>)
- *Academic Integrity Policy* (<http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>)
- *Professional Expectations for UA Teacher Candidates* (page 41 of <https://cfa.arizona.edu/?ddownload=1363>)

**3. School District Standards:** District codes of conduct for faculty and staff. Faculty codes of conduct can be found in the faculty handbook at your assigned school(s). It is your responsibility to obtain these from your site.

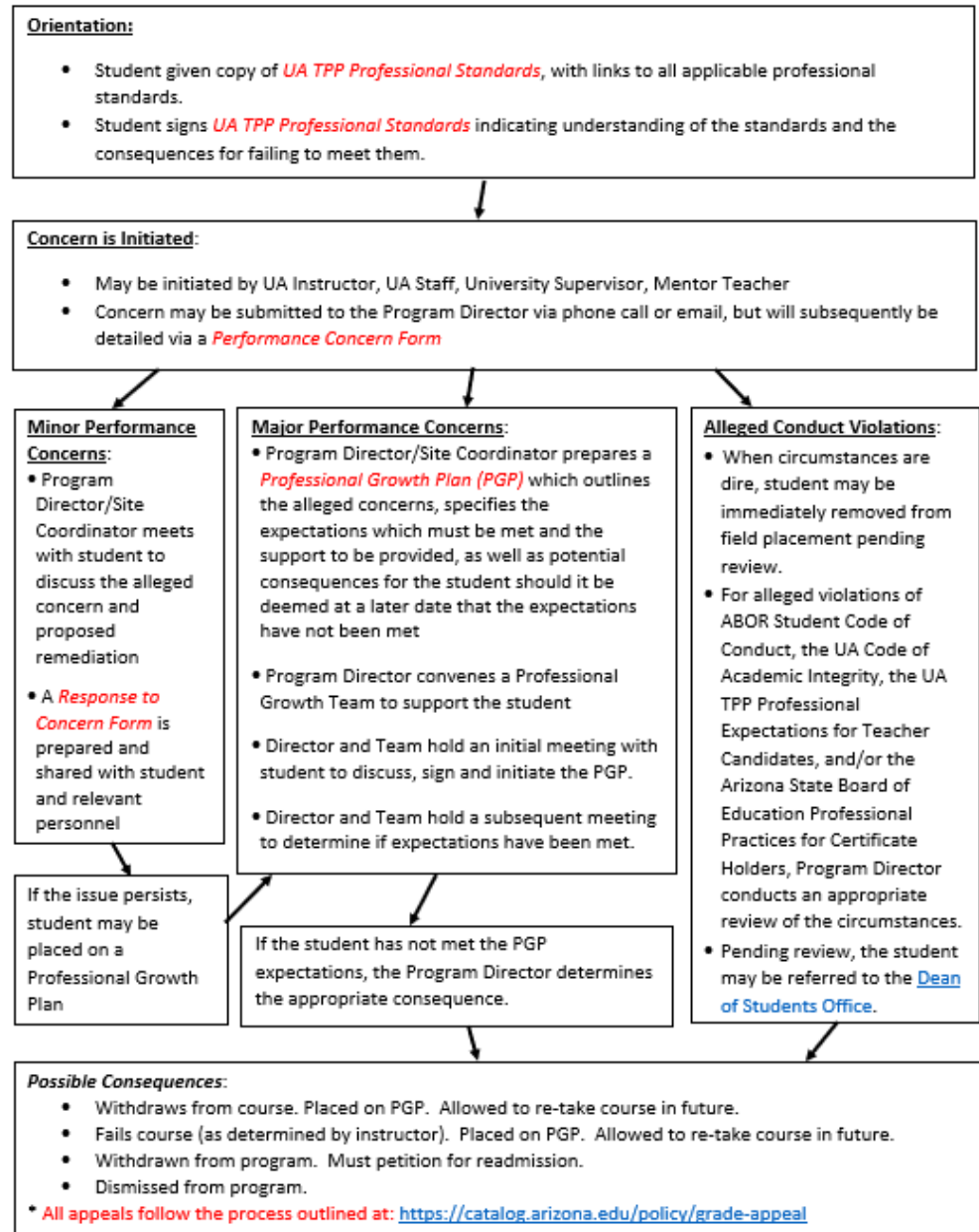




# Due Process

This [Flow chart](#) outlines the process when concerns arise or when professional standards are not met throughout the teacher preparation program, including in courses and on-site field work.

All students need to read all of the links and standards from the previous three slides, and then sign and submit the [Professional Standards Contract](#) to the program director as evidence of familiarizing yourself with the professional standards of the UA Teacher Preparation Programs.



# Professional Standards Contract

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All students need to read all of the links and standards from the previous three slides regarding the Teacher Preparation Programs standards, and then sign and submit the [Professional Standards Contract](#) as a PDF to the D2L Assignment Dropbox as evidence of familiarizing yourself with the professional standards of the UA Teacher Preparation Programs. Label the file: *lastname\_StandardsContract.pdf*.



# IVP Fingerprint Clearance Card

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All education students must possess a current and accurate IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS). This clearance card is required for ALL music and art education courses, including any observations/volunteer hours in schools, student teaching, and teaching. No UA student enrolled in the Music or Art Education programs will be allowed on school campuses without a current and valid ***IVP Level One Fingerprint Clearance Card***.

Apply for a card [online](#) and select:

- Application type: IVP - “ARS 15-534 State Board of Education (Teacher or Other Certification)”
- Reason(s) for Fingerprinting: “Click here if Paid Employee. Fee is \$75.25”

The cost is \$75.25 for the application and then an extra fee for the company/person certified to take your prints. (**detailed instructions [here](#)**).

If you have already been issued a card and either lost your current card or need to change any information, please visit: <https://www.azdps.gov/services/public/fingerprint>

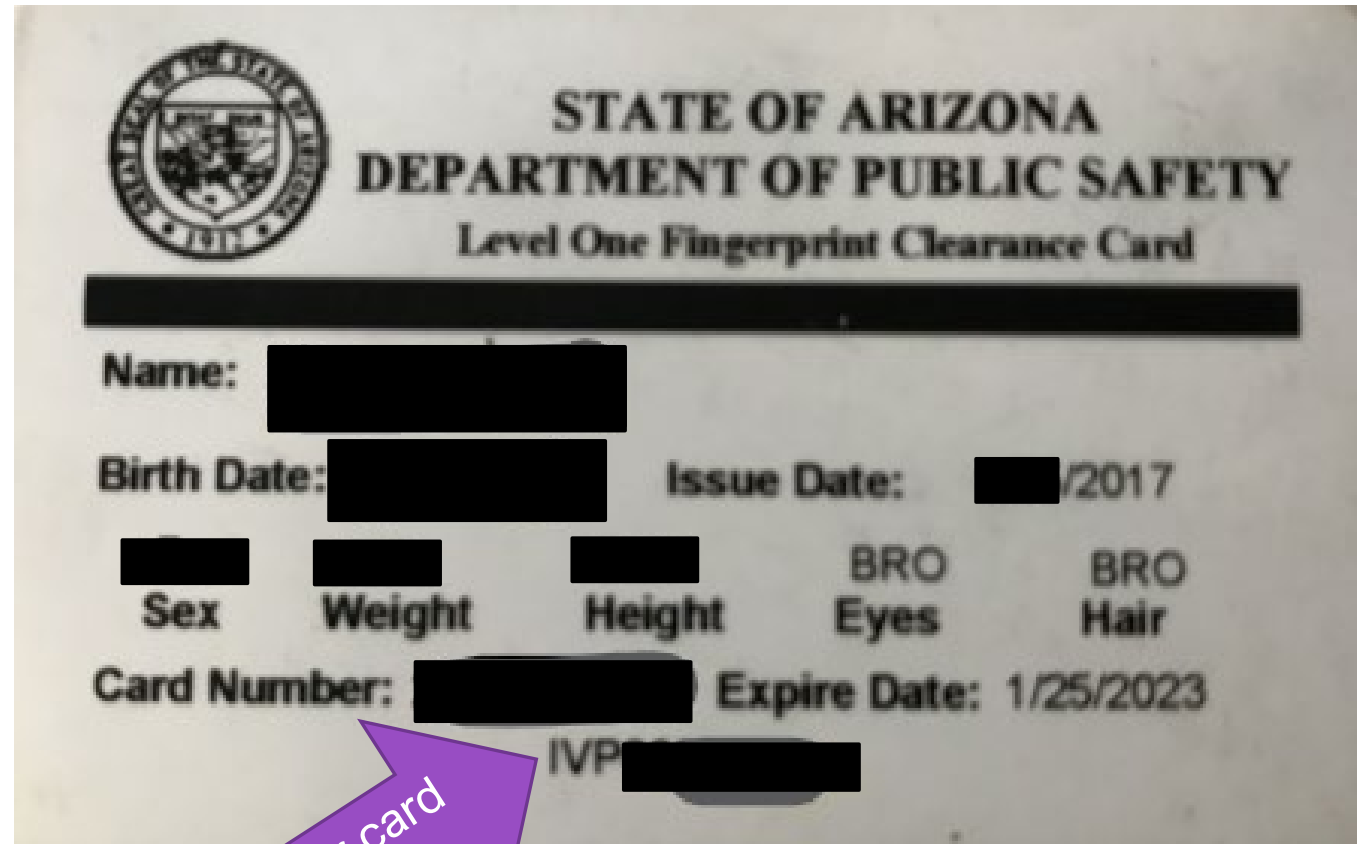


# Submit IVP Fingerprint Clearance Card

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Submit a copy of both the front and back of your IVP Fingerprint Clearance Card as a PDF to the D2L Assignment Dropbox as evidence that you are cleared to teach in schools. Label the file: *Lastname\_Fingerprint.pdf*

*(Note: if you do not have your card yet, submit a copy of your IVP Card Application and when your card comes in, upload it to D2L)*



The image shows a Level One Fingerprint Clearance Card from the State of Arizona Department of Public Safety. The card is partially obscured by black redaction boxes. A purple arrow points to the 'IVP' label on the card.

**STATE OF ARIZONA**  
**DEPARTMENT OF PUBLIC SAFETY**  
Level One Fingerprint Clearance Card

[Redacted]

Name: [Redacted]

Birth Date: [Redacted] Issue Date: [Redacted]/2017

[Redacted] [Redacted] [Redacted] BRO BRO  
Sex Weight Height Eyes Hair

Card Number: [Redacted] Expire Date: 1/25/2023

IVP [Redacted]

Make sure your card  
is an IVP card

# NES Test for Teacher Certification

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There is one teacher certification test required prior to your student teaching semester (which occurs during your last semester of your program). **This test must be taken and passed prior to student teaching.** It is recommended to take the test during your last semester of coursework. (**Detailed instructions about the exam and potential fee waiver [here](#).**)

**NES Test Required:** [Assessment of Professional Knowledge \(Secondary\)](#)

**Website:** <http://www.aepa.nesinc.com/>

This test is required for your Teacher Certification (costs: \$95, 3 hours long, and computer administered at a testing center). There is an optional study guide available for purchase from the website for ~\$30 per study guide. You need to take and pass this exam: [Assessment of Professional Knowledge: Secondary](#): 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment (a passing score is 220 or higher).



# AZ/US Constitution Requirement

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Students choose one option to fulfill this requirement:

1. [AEPA Exam: Constitutions of the US and AZ](#) (100 multiple choice questions, \$90 fee required, 2 ½ hours); or
2. Take the related college course (i.e., POL 210) and **get it transferred to your UA transcripts** if you take it at another institution. Please note that if you choose to take a course (versus the AEPA Exam), it must include both the US Constitution and AZ Constitution (otherwise, you need to take two courses if they are not combined).

**\*\*Most students take the course online either at the U of A or from a community college.\*\***



# Student Teaching Eligibility

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There is a minimum required Major GPA of 3.0 for all students and minimum cumulative GPA of 2.5.

All major coursework must be passed with a grade of C or higher. This includes all required Art/Music coursework and all required College of Education coursework.

All coursework (with the exception of student teaching credits) must be completed the semester prior to student teaching. Students may not take any courses or additional credits while student teaching (this includes Winter Session and Summer II if they overlap with your student teacher placement).

Students must carry a current and valid IVP Fingerprint Clearance Card at all times while on school premises and at field-related events.

Providing inaccurate information, failing to complete any outstanding courses prior to student teaching, and/or not following the standards listed on the standards contract may result in removal from coursework, student teaching, or the teacher preparation program.

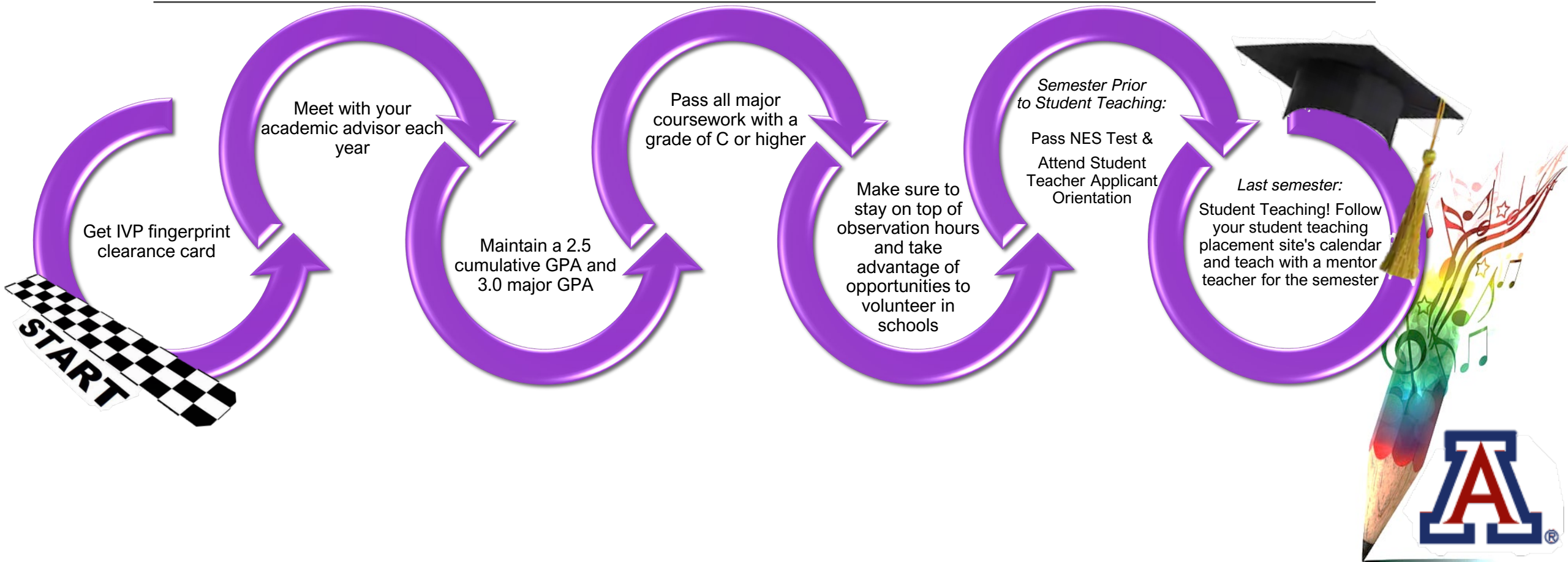
The semester prior to student teaching, all students must attend a mandatory student teacher orientation which takes place approximately the third week of the semester. See <https://cfa.arizona.edu/students/office-of-field-experience/> for information on how to RSVP.

During the student teaching semester, students follow their school site's calendar, not the UA academic calendar.

Questions? Reach out at anytime to Dr. Karin Nolan at [knolan@email.arizona.edu](mailto:knolan@email.arizona.edu)



# Path to Graduation





# Action Items: Complete and submit the following forms:

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After reading all the slides and incorporated links within this presentation, submit the following as PDFs to D2L Assignment Dropbox found within the D2L Course: “College of Fine Arts Teacher Prep Programs.” Label each of these four items with your last name and the short title for each item (i.e., Lastname\_MandatoryReporting; Lastname\_FERPA; Lastname\_StandardsContract; Lastname\_Fingerprint):

1. [Mandatory Reporting Note-Taker](#)
2. [FERPA Certificate](#)
3. [Professional Standards Contract](#)
4. Photocopy of front/back of IVP [Fingerprint Clearance Card](#) or a copy of your IVP card application.

Any questions? Ask Dr. Karin Nolan ([knolan@email.arizona.edu](mailto:knolan@email.arizona.edu))

