Information Packet for the M.A.T. Professional Program in Education and Directed Teaching/Internship

M.A.T. K-12 Program Areas – Art, Music, and Physical Education

http://www.ed.sc.edu/SA/forms.html

I. Application Information

LAST DAY TO APPLY: If you plan to enroll in Directed Teaching/Internship in the spring semester, you must submit your application to the Professional Program and Directed Teaching/Internship no later than April 15th of the previous year. If you plan to enroll in Directed Teaching/Internship in the fall semester, you must submit same application no later than December 1st of the previous year.

A. Submit completed Application for Professional Program in Education and Directed Teaching/Internship (http://www.ed.sc.edu/SA/docs/ArtPPApp.pdf) to the College of Education Office of Student Affairs, Wardlaw 113 prior to deadline/last day to apply.

B. If you are applying for directed teaching/internship during the spring semester and will need campus housing during spring break, you must notify the Housing Office one month prior to spring break.

C. Be advised that all full-time graduate students (enrolled in 9 hrs. or more), all Graduate Assistants, and all international students must either purchase the University’s health insurance plan or provide evidence of coverage on another comparable health insurance plan.

D. All students admitted to the M.A.T. degree program are subject to the academic regulations of their content area, the Graduate School, and the College of Education. It is the responsibility of each student to be aware of these rules and regulations by obtaining current Graduate Studies Bulletin (catalogue) during the first semester of enrollment, www.gradschool.sc.edu. (For example, students are not allowed to continue in Graduate School if as many as 12 graduate credits with grades of C+ or below are made. See the Graduate Studies Bulletin.)

E. After submission of your application, it will be your responsibility to report in writing any changes in your application information. This requirement pertains to: (1) change of semester selected for internship; and (2) change of name, address, and/or telephone number(s).

II. Application for Certification and Background Check – http://www.ed.sc.edu/SA/certification.asp

LAST DAY TO APPLY: If you plan to enroll in Directed Teaching/Internship in the spring semester, you must complete the application for certification process submitting all required documents no later than April 15th of the previous year. If you plan to enroll in Directed Teaching/Internship in the fall semester, you must complete the application for certification process submitting all required documents no later than December 1st of the previous year.

South Carolina state law requires a background check be conducted by the Federal Bureau of Investigation (FBI) and the South Carolina Law Enforcement Division (SLED) prior to beginning Directed Teaching/Internship. A prior criminal record could prevent participation in internships and certification as a teacher in South Carolina. M.A.T. students are required to:

A. See the Application Information for INITIAL Certification document found at http://www.ed.sc.edu/SA/certification.asp and click on “First South Carolina Certification (Initial Certification)” for information about applying for certification.

III. Admission Requirements for the Professional Program and Directed Teaching/Internship

Formal admission to the Professional Program in Education and formal admission to Directed Teaching/Internship are required of all M.A.T. art education, music education, and physical education students who wish to complete an approved program leading to initial certification as a teacher.

A. Admission to the Professional Program in Education requires the following:

1. Full admission to the M.A.T. degree program

2. Formal application to the Professional Program in Education – http://www.ed.sc.edu/SA/forms.html (same as for Directed Teaching/Internship, below)
3. A minimum overall grade point average (GPA) of 3.00 on a 4.00 scale (graduate)
4. Satisfaction of all program-specific requirements
5. Graduate Program of Study (GPOS) form submitted and on file in Student Affairs
6. Successful completion of the State-mandated EEDA USC Assessment (available via Blackboard)

B. Directed Teaching/Internship, often referred to as “Student Teaching”, is that experience listed in the USC-Columbia Graduate Bulletin as Directed Teaching or Internship, within the course descriptions for each program. Formal admission to Directed Teaching/Internship is required of all M.A.T. students who wish to complete an approved program leading to initial certification as a teacher. Admission to Directed Teaching/Internship requires the following:
1. Full admission to the Professional Program in Education
3. A cleared FBI and SLED background check
4. Completion of Directed Teaching/Internship Recommendation form indicating approval by content faculty for student to begin directed teaching (page 4 of application)
5. Successful completion of a minimum of 24 semester hours in the content/teaching major (may be undergraduate and graduate hours) in which the student will begin directed teaching/internship
6. Approval by education faculty for student to begin directed teaching/internship
7. Successful completion of a minimum of 15 hours of courses approved by the education advisor in the field of education (undergraduate, graduate, or a combination)
9. Minimum GPA of 3.00 on graduate course work
10. Consult your M.A.T. Advisor for any additional requirements specific to your area.

NOTE: Directed Teaching/Internship placements will be limited to the Columbia metropolitan area.

IV. Application for Comprehensive Examinations (Comps)
All Art, Music, and Physical Education M.A.T. students are required to pass a comprehensive examination during Directed Teaching/Internship, as determined by their M.A.T. Advisor. Contact your M.A.T. Advisor the semester prior to Directed Teaching/Internship for detailed information.

V. Graduation
LAST DAY TO APPLY: Dates change from semester to semester. Contact the Graduate School, www.gradschool.sc.edu, for the semester of anticipated graduation.
To graduate with the M.A.T. degree, students must:
A. Submit a completed Application for Degree or Certificate (http://registrar.sc.edu/html/forms/forms.stm) form to the College of Education Office of Student Affairs.
B. Successfully complete all prescribed undergraduate course work.
C. Successfully complete all Graduate School requirements and graduate courses with a minimum overall 3.00 graduate GPA.
D. Successfully complete course work and experiences as identified by transcript reviews.
E. Successfully perform on graduate comprehensive examination (Letter must be submitted to the M.A.T. Director for signature. COE Office of Student Affairs will then forward it to the Graduate School).
F. Obtain final graduation clearance by the Graduate School.

VI. Recommendation for Teacher Certification
To be recommended for certification, students must:
A. Submit the minimum or above required score on the appropriate examination(s) as established by the South Carolina State Board of Education before or during Directed Teaching/Internship and submit scores to the Office of student Affairs and the SCDE.
B. Successfully complete ADEPT requirements with a positive recommendation for certification
C. Submit one copy of state mandated examination(s) to the College of Education Office of Student Affairs and one copy to the SCDE Office of Teacher Certification.

USC College of Education and South Carolina Department of Education
Office of Student Affairs and Office of Teacher Certification
113 Wardlaw and 3700 Forest Drive, Suite 500
Columbia, SC 29208 and Columbia, SC 29204

D. Have graduated and graduate degree posted on transcripts.

**NOTE:** Recommendations for initial teacher certification can not be forwarded to the SCDE until after graduation, official posting of graduate degree, and satisfaction of all fees owed the University. Once forwarded to the SCDE, allow five to eight weeks for processing.

**VII. Insurance Information**

A. Health Insurance
   All full-time graduate students (enrolled in 9 hrs. or more), all Graduate Assistants, and all international students must either purchase the University’s health insurance plan or provide evidence of coverage on another comparable health insurance plan.

B. Professional Liability Insurance
   1. Voluntary and required clinical experiences at the University of South Carolina are not covered by professional liability insurance through USC nor through the school district. Liability insurance is available through membership in the student branches of the South Carolina Education Association (803) 772-6553 or the Palmetto State Teachers Association (803) 256-2065, or through various professional development organizations and **students are strongly advised to purchase liability insurance.** Contact your education advisor for more information.

C. Workman’s Compensation
   1. Students engaged in voluntary or required clinical experiences at school districts in South Carolina are eligible for Workmen’s Compensation benefits through the University of South Carolina.