STUDENT ADVISEMENT GUIDE/HANDBOOK
For the BA in Elementary Education
Offered by USC-Columbia, College of Education
Through the Palmetto College
2014-2015

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updated 5/13/14
This program is designed for undergraduate students seeking their degree through the USC Palmetto College and who are interested in a career as an elementary school teacher in grades 2 through 6. Through this web-based learning experience, students earn the Bachelor of Arts degree with a major in Elementary Education. Innovative courses taught by USC-Columbia College of Education faculty will bring world class expertise and knowledge to students.

Students benefit from field experiences in schools, while developing both content knowledge and pedagogical knowledge. Students will learn how to engage children in inquiry, facilitate learning, develop curriculum, and collect, analyze, and interpret student data in order to inform instruction. The Elementary Education program is committed to providing students a diverse range of school-based experiences throughout the program.

After successful completion of all degree and certification requirements and with a positive recommendation from the faculty, students will be recommended for teacher certification in Elementary Education.

**Degree Admissions Requirements**

This program is designed for students who have completed at least 45 credit hours of college level coursework. After completion of these requirements, students may apply to transfer into this degree program.

To be admitted to the Palmetto College BA in Elementary Education, students must:

1. have a collegiate summary GPA of at least 2.5.
2. have successfully completed a minimum of 36 credit hours from coursework listed below (not all courses listed below need to be met for admission):
   - Writing (6 hours) of college level writing
   - Analytical Reasoning and Problem Solving (9 hours as follows)
     - College Algebra (3 hours) *Pre-requisite course*
     - Additional 6 hours - *typically from math (higher than college algebra), statistics, computer science, or logic*
   - Sciences (10 hours as follows – at least one must be 4 hour science with lab)
     - Life Science (3-4 hours) *typically a biology course*
     - Physical Science (3-4 hours) *typically an astronomy, chemistry, or physics course*
     - Earth Science (3-4 hours) *typically an environment, geology, or marine science course*
   - United States History (3 hours)
   - American Government or World Politics (3 hours)
   - Economics (3 hours)
   - World Geography (3 hours)
   - Aesthetics and Interpretive Understanding (3 hours) *a course in the fine arts*
   - Public Speaking (3 hours)
   - Information Literacy (3 hours)
   - Values, Ethics, and Social Responsibility (3 hours)

*This 3 hours will be used to count toward the student’s required elective credits.*
**Degree requirements for the Palmetto College - BA in Elementary Education**

Total hours required for degree completion (122-128)

1. **All requirements listed in the admissions section (above) must be completed:**
   All requirements listed in the degree admissions section (listed above) are part of the degree program, most are to be completed prior to transfer into the Palmetto College-BA in Elementary Education. Any requirement not completed prior to admission must be met for degree completion.

2. **Other requirements which may be met prior to or after admission to the Palmetto College:**
   
   A. **Foreign Language**
      
   Complete the Carolina Core approved courses in Foreign Language or by achieving a score of 2 or better on a USC foreign language placement test.

   B. **Specialized Education-Related Coursework (grade of C or better required)**
      
   - Basics Concepts of Elementary Mathematics I (3 hours)
   - Basic Concepts of Elementary Mathematics II (3 hours)
   - Children’s Literature (3 hours)
   - Physical Education for the Classroom Teacher (3 hours)
   - Art for Elementary Schools or Music for Young Children (3 hours)

3. **Courses which must be taken after admission to the Palmetto College:**
   Education (64 Hours – grade of B or better required in EDEL 505, 505P, and 441 – grade of C or better required in all other Education courses)
   - EDETE 201 - Issues and Trends in Teaching and Learning (3 hours)
   - EDPY 401 - Learners and the Diversity of Learning (3 hours)
   - EDPY 401P - Practicum: Learners and the Diversity of Learning (1 hour)
   - EDFN 300 - Schools In Communities (3 hours)
   - EDRM 423 - Introduction to Classroom Assessment (2 hours)
   - EDEX 523 - Introduction to Exceptional Children (3 hours)
   - EDRD 430 - Elementary Literacy Instruction I (6 hours)
   - EDRD 431 - Reading Assessment (3 hours)
   - EDEL 440 - Elementary Mathematics Instruction (3 hours)
   - EDE 450 - Elementary Science Instruction (3 hours)
   - EDEL 460 - Elementary Social Studies Instruction (3 hours)
   - EDEL 505 - Nature and Management of Elementary Classrooms (3 hours)
   - EDEL 505P - Inquiry Practicum: The Elementary School (1 hour)
   - EDEL 506 - Integrated Curriculum in Elementary Schools (3 hours)
   - EDEL 591 - Seminar on Teaching (3 hours)
   - EDEL 441 - Introductory Elementary Internship (3 hours)
   - EDEL 570 - Internship in Environments for Teaching and Learning (3 hours)
   - EDEL 571 - Internship in Planning and Motivation (3 hours)
   - EDEL 490A - Internship in Curriculum and Assessment (4 hours)
   - EDEL 490B - Internship in Teaching (4 hours)
   - EDEL 490C - Internship in Professional Roles (4 hours)

   If an equivalent course from section 3 (above) is taken prior to transfer into the Palmetto College, a student may petition the program faculty to allow that credit to count toward meeting degree requirements.
**Required Courses to be offered online**

Once admitted to the Palmetto College BA in Elementary Education, students should expect to take at least three years to complete the remaining required courses from the curriculum.

Below represents a scenario for completing these courses. Course sequence subject to change.

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<th>YEAR 1</th>
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<tbody>
<tr>
<td>Fall 1</td>
<td>EDTE 201*</td>
<td>EDFN 300</td>
<td>EDEL 460</td>
<td>EDEL 450*</td>
<td>EDEL 570*</td>
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<tr>
<td></td>
<td>EDPY 401</td>
<td>EDEX 523</td>
<td>EDEL 571*</td>
<td>EDEL 441*</td>
<td>EDEL 571*</td>
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<td>EDPY 401P*</td>
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<td>EDRD 430*</td>
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<td>EDEL 505</td>
<td>EDEL 505P*</td>
<td>EDEL 490 A*</td>
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<td>EDEX 523</td>
<td>EDE 506*</td>
<td>EDEL 490 B*</td>
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<td>EDRM 423</td>
<td>EDEL 490 C*</td>
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<td>EDEL 591</td>
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<th>YEAR 2</th>
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<tr>
<td>Fall 1</td>
<td>EDEL 460</td>
<td>EDEL 450*</td>
<td>EDRD 430*</td>
<td>EDEL 441*</td>
<td>EDEL 490 A*</td>
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<td>EDEL 440*</td>
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<td>EDEL 490 B*</td>
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<td>EDEL 506*</td>
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<td>EDRM 423</td>
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<th>Internship Year</th>
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<tbody>
<tr>
<td>Fall – Internship I (full semester)</td>
<td>EDEL 470</td>
<td>EDEL 471</td>
<td>EDRD 431*</td>
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<tr>
<td>Spring – Internship II (full semester)</td>
<td>EDEL 490 A*</td>
<td>EDEL 490 B*</td>
<td>EDEL 490 C*</td>
<td>EDEL 591</td>
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*These courses require time in a SC k-12 school setting. See the Field and Clinical Experiences section of this handbook for more information on school-based experiences.

**Specialized Education-Related Coursework**

Most of these courses will be available online and completed as part of the 3-year sequence, if not taken prior to admission to the Palmetto College. See advisor for online availability.

**ARTE 520 – Art of Elementary Schools**
**PEDU 575 – Physical Education for the Classroom Teacher**
**MATH 221 – Basic Concepts of Elementary Math I**
**MATH 222 – Basic Concepts of Elementary Math II**
**SLIS 325 – Children’s Literature**
Student Responsibility
The College of Education faculty and staff work diligently to provide students all the information that is necessary to complete its undergraduate programs in a successful and timely manner. However, it is the student’s responsibility to thoroughly read all of the information available in this handbook, handouts, on the College’s website, and in the USC Undergraduate Studies Bulletin. Likewise it is the student’s responsibility to maintain accurate and current address and phone number information both with the Office of Student Affairs in the College of Education, and with the USC Registrar’s office. Any exception to the Bachelor of Arts degree requirements in the Elementary Education program must be submitted in writing to the College of Education, Office of Student Affairs, and until and unless a student has received a written response in the affirmative, the exception does not exist.

South Carolina Teachers Loan Program (TLP)
Under the current guidelines, South Carolina residents may be eligible to apply for the TLP during the four years of your baccalaureate degree program in the College of Education. Please be advised that you must meet the Praxis Core, SAT, or ACT testing requirement for eligibility. Students are advised to take the Praxis Core in their first semester of enrollment for earliest consideration, if the SAT or ACT requirement is not met. For more information: www.scstudentloan.org

Placement Tests
Students may be required to take placement exams in Mathematics and/or Foreign Language. The student’s Palmetto College advisor will review each student’s transfer coursework to determine if placement exams are needed. The advisor will communicate with each student which, if any, exam is required.

Earning Credit in Transient Status
With the permission of the College of Education’s Academic Dean, students may take up to 18 semester hours of coursework from another institution provided they have at least a 2.00 USC grade point average, the courses are approved in advance by their academic advisor and the Academic Dean, the other institution is fully accredited, and the coursework meets University specifications for transfer credits.

Students must request permission prior to taking a course from another institution in transient status. To do this, a student should meet with his/her advisor to discuss the course being requested and to complete a Special Enrollment Request form. The student should bring a description of the course they plan to take to that meeting.

A grade of C or better must be earned in the transient course in order for it to transfer back to USC. Grades lower than a C do not transfer to USC. Therefore, any transfer course in which a grade less than C was earned cannot be used for degree credit.

The last 30 credit hours toward your degree must be taken from the University of South Carolina.

Course Load
Students must seek permission from their academic advisor to take a course load in excess of 17 hours. Students in the College of Education will not be allowed to register for more than 17 hours in a fall or spring semester unless they have earned at least a B average on the previous (most recent) 12 hours of coursework taken. In addition, the advisor will take into account the student’s overall academic status when determining if a course overload will be granted and how many total hours would be approved. The College of Education does not recommend any student take an overload of hours and students who do so should be aware of the academic workload required for the courses they plan to take.

Students who register for a course load of more than 16 semester hours in a fall or spring semester will pay an additional per hour fee as outlined in the schedule of fees available from the Bursar’s Office (www.sc.edu/bursar). Fees are subject to change.
Field and Clinical Experiences
This program requires extensive field experiences in k-12 schools. High quality and diverse school experiences are essential to an effective teacher preparation program. Through these experiences students gain valuable knowledge and skills by observing and working with teachers, school children, administrators, and parents.

The Office of School-University Partnerships and Clinical Experiences will arrange all field experience, practicum, and internship locations. The College of Education works to provide quality and diverse k-12 experiences throughout the program. While efforts will be made to minimize lengthy travel time to schools, students should be aware that travel is required to participate in these experiences. All k-12 school field experiences, practicum, and internships must be completed in a school located in the State of South Carolina and approved by the USC College of Education, Office of School University Partnerships.

All students must read and understand the rules and expectations outlined in the Preservice Teacher Education Clinical Experiences Manual (http://www.ed.sc.edu/supce/PDFs/Clinical%20Exp%20Manual%202010.pdf ). Also be aware that in order to complete many of your education courses you will be required to submit to a criminal background check. Students with criminal convictions or pending charges may not be eligible for internship experiences or courses taught on-site in P-12 settings. At anytime while a student at USC, those who are arrested by any law enforcement agency are required to inform the Palmetto College advisor and the Office of Student Judicial Programs of such matters within 72 hours of the arrest. Any student arrested while enrolled in an internship experience or courses taught on-site in a P-12 setting must also notify the College of Education, Office of School-University Partnerships and Clinical Experiences.

The chart below provides an estimate of the total number of hours/days per term required in a South Carolina k-12 school placement. In most cases, actual days/times in school are flexible but must be approved by instructor. Days/times are approximate and subject to change.

### Estimated Hours/Days per Term Spent in a School Setting

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>Year 3 (Internship Year)</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall 1</strong></td>
<td><strong>Fall 1</strong></td>
<td><strong>Fall – Internship I (full semester)</strong></td>
</tr>
<tr>
<td>Mid-August – Mid-October</td>
<td>Mid-August – Mid-October</td>
<td>Mid-August – Mid-December</td>
</tr>
<tr>
<td>EDTE 201: 10 hours</td>
<td>No school experience required</td>
<td>EDRD 431/EDEL 570/EDEL 571: 32 full school days</td>
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<tr>
<td>EDPY 401P: 15 hours</td>
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<tr>
<td><strong>Fall 2</strong></td>
<td><strong>Fall 2</strong></td>
<td><strong>Spring – Internship II (full semester)</strong></td>
</tr>
<tr>
<td>Mid-October – Mid-December</td>
<td>Mid-October – Mid-December</td>
<td>Mid-January – Mid-May</td>
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<tr>
<td></td>
<td>EDEL 450: 20 hours</td>
<td>EDEL 490 A/B/C: 60 full school days</td>
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<tr>
<td></td>
<td>No school experience required</td>
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<td><strong>Spring 1</strong></td>
<td><strong>Spring 1</strong></td>
<td><strong>Spring – Internship II (full semester)</strong></td>
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<tr>
<td>Mid-January – Mid March</td>
<td>Mid-January – Mid March</td>
<td>Mid-January – Mid-May</td>
</tr>
<tr>
<td>EDEL 505P: 15 hours</td>
<td>EDRD 430: 8 hours</td>
<td>EDEL 490 A/B/C: 60 full school days</td>
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<td></td>
<td>EDEL 441: 20 full school days</td>
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<tr>
<td><strong>Spring 2</strong></td>
<td><strong>Spring 2</strong></td>
<td><strong>Spring – Internship II (full semester)</strong></td>
</tr>
<tr>
<td>Mid-March – Mid-May</td>
<td>Mid-March – Mid-May</td>
<td>Mid-January – Mid-May</td>
</tr>
<tr>
<td>EDEL 506: 10 hours</td>
<td>EDRD 430: 8 hours</td>
<td>EDEL 490 A/B/C: 60 full school days</td>
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<td></td>
<td>EDEL 440: 20 hours</td>
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Academic Advisement
You will work closely with the USC-Columbia, College of Education Palmetto College Advisor. Your advisor is located in the College of Education, Office of Student Affairs, Wardlaw Building - room 113 and can be contacted at 777-3570.

Your advisor will communicate with you using various methods (phone, email, instant messaging, Skype, etc...). Prior to registration each semester, you must communicate with your advisor regarding course selection. Your advisor, however, is available year-round to answer questions and provide assistance.

Progression requirements for the Elementary Education program
To remain in this degree program, students must make satisfactory academic progress toward the degree. A student who fails to make satisfactory progress (as defined in the Department of Instruction and Teacher Education section of the USC Undergraduate Studies Bulletin) may be placed on academic probation or be removed from the college.

Students will be allowed to repeat one time only, one course offered through a department in the College of Education for which an unsatisfactory grade was earned. If after the first unsatisfactory grade, a student makes an unsatisfactory grade in the repeated course or any other College of Education course, he/she will no longer be eligible to progress in the program.

In addition, all students in the college are subject to the regulations on probation, suspension, and readmission in the USC Undergraduate Studies Bulletin entitled "Academic Standards Policies."

Students must achieve a grade of B or better in EDEL 505, EDEL 505P, and EDEL 441. Students must also achieve a grade of C or better in all other Education courses (those with department codes EDEL, EDTE, EDFI (EDFN), EDPY, EDRM, EDEX, and EDRD). A grade of C or better must also be achieved in the following: ENGL101, ENGL 102, MATH 221, MATH 222, ENGL 431 or SLIS 325, PEDU 575, ARTE 520 or 530 or MUED 454. Likewise, a grade of C or better is required in 2 out of the 3 required science courses and 3 out of the 4 required social studies/history courses.

Regardless of individual course grades, a collegiate summary GPA of 2.6 and a 3.0 GPA in all education courses must be achieved.

Admission to the Professional Program
Students must meet all Professional Program admission requirements prior to beginning EDEL 441 and EDRD 430. Students who do not meet requirements will not be allowed to continue beyond this point in the program until requirements are met.

For admission to the Professional Program the candidate must:
♦ Successfully complete all three sections (reading, writing, and mathematics) of the Praxis Core Academic Skills for Educators exam. Information about this exam, including the “Study Companion” with practice questions, is available at http://www.ets.org/praxis.

No student will be permitted to begin the EDEL 441 and EDRD 430 semester without official passing scores on the Praxis Core being on record with the College of Education by December 1st of the prior semester. Note: Students who have achieved a combined score of 1650 or better on the 3-part SAT or a composite score of 24 or better on the ACT are exempt from the Praxis Core exam requirement.

♦ Achieve a passing score on the EEDA (Education & Economic Development Act) assessment found under the “My Organizations” section in Blackboard.

♦ Achieve a Collegiate Summary GPA of 2.6 (2.75 for students entering USC-Columbia in Fall 2015 or later) or higher and a GPA of 3.0 in education courses and field Experiences.

♦ Earn a grade of B or better in EDEL 505 & 505P and a grade of C or better in ENGL 101, ENGL 102, MATH 221, EDTE 201, EDFI (EDFN) 300, EDPY 401, EDPY 401P, two out of the three required science courses, and three out of the four required social studies/history courses.
Submit and pass an admission essay addressing the dispositions (Stewardship, Intellectual Spirit, Integrity, and Justice) of the College of Education Conceptual Framework. No more than two attempts are allowed on the essay. (To be completed while enrolled in EDEL 505)

Each student must be admitted to the Professional Program before progressing into EDEL 441, EDRD 430 and subsequent education courses)

Praxis Core Preparation:
Students can find information on preparing for the Praxis Core exam on the College of Education, Office of Student Affairs website:  [http://www.ed.sc.edu/SA/Praxis1.asp](http://www.ed.sc.edu/SA/Praxis1.asp)

**Admission to the Internship Phase of the Program**
Admission to the final year of Internship occurs in two phases.
For admission into the Internship I semester (EDEL 570 & EDEL 571) a student must:
♦ Be admitted to the Professional Program.
♦ Complete EDEL 441 with a grade of B or higher and a grade of C or higher in EDEL 506, EDRD 430, EDRM 423, EDEL 440, 450, and 460.
♦ Achieve a continuing collegiate summary GPA of 2.60 (2.75 for students entering USC-Columbia in Fall 2015 or later) or higher.
♦ Achieve a GPA of 3.0 or higher in all education coursework with no grade lower than C.
♦ Achieve a grade of C or higher in all major coursework as specified by the program area.
♦ Successfully complete the criminal background check as required by the S.C. Department of Education by program deadline.

In addition to the above, for admission into Internship II (EDEL 490 A, B, C) a GPA of 3.0 or higher in EDEL 570, 571, 440, 450, 460 and EDRD 431 is required.

**Exit Requirements for the B.A. in Elementary Education**
♦ Successfully meet all of the requirements of the degree program.
♦ Complete and submit an application for graduation to the College of Education Office of Student Affairs early in the last semester of the senior year. Students should consult the official University calendar for the specific date that the application is due.

**Teacher Licensure**
In the teacher preparation programs, the degree requirements and certification requirements are linked. Inasmuch as certification requirements are the responsibility of the State Board of Education, if state regulations change, degree requirements are also subject to change. All students seeking a recommendation for certification in Elementary Education must:
♦ Successfully complete the requirements of the degree program.
♦ Achieve test scores at or above the level established by the state on the program-appropriate exams (Praxis II series).
♦ Submit scores earned on the Praxis II to the Office of Student Affairs, College of Education, Wardlaw 113, USC, and to the State Department of Education.
♦ Successfully complete the criminal background check as required by the S.C. Department of Education.
♦ Pay all certification fees as required.
♦ Successfully complete ADEPT requirements with a positive recommendation for certification.
♦ All teacher preparation programs at USC are nationally recognized through the National Council for the Accreditation of Teacher Education (NCATE) and lead to a recommendation for certification in South Carolina. The South Carolina Department of Education has a reciprocity program with all US states, all Canadian Provinces, Guam, and Puerto Rico ([http://www.scteachers.org/cert/reciprocity.cfm](http://www.scteachers.org/cert/reciprocity.cfm)). Graduates from one of the USC teacher preparation programs are typically able to obtain certification in another state. However, students seeking certification in other states should contact the appropriate office in that state to determine if any additional
course or test requirement must be met. Typically, a South Carolina certificate will allow you to teach for at least one year while completing any additional requirements for full certification in the other state.

**Fees**
In addition to regular Palmetto College tuition and fees, students will be responsible for fees as follows:
♦ A clinical experience fee of $200 when students register for EDEL 505P.
♦ A clinical experience fee of $200 when students register for EDEL 490A.
♦ A certification fee of $75 assessed when students register for their final internship semester.
♦ A $105 fee paid to the South Carolina Department of Education at the time students apply for SC Teaching certification.
♦ A $54.25 fee paid to L-1 Identity Solutions at the time students complete the SC Teaching Certification fingerprinting process.
♦ Praxis Core and Praxis II exams require registrations fees as set by ETS (www.ets.org/praxis).
♦ All other appropriate fees as outlined by the University Bursar (www.sc.edu/bursar).

*Note: All fees are subject to change.*

**Getting Started**
Visit [http://www.ed.sc.edu/sa/elementarypalmettocollege.asp](http://www.ed.sc.edu/sa/elementarypalmettocollege.asp) for information about the application process so you can get started.