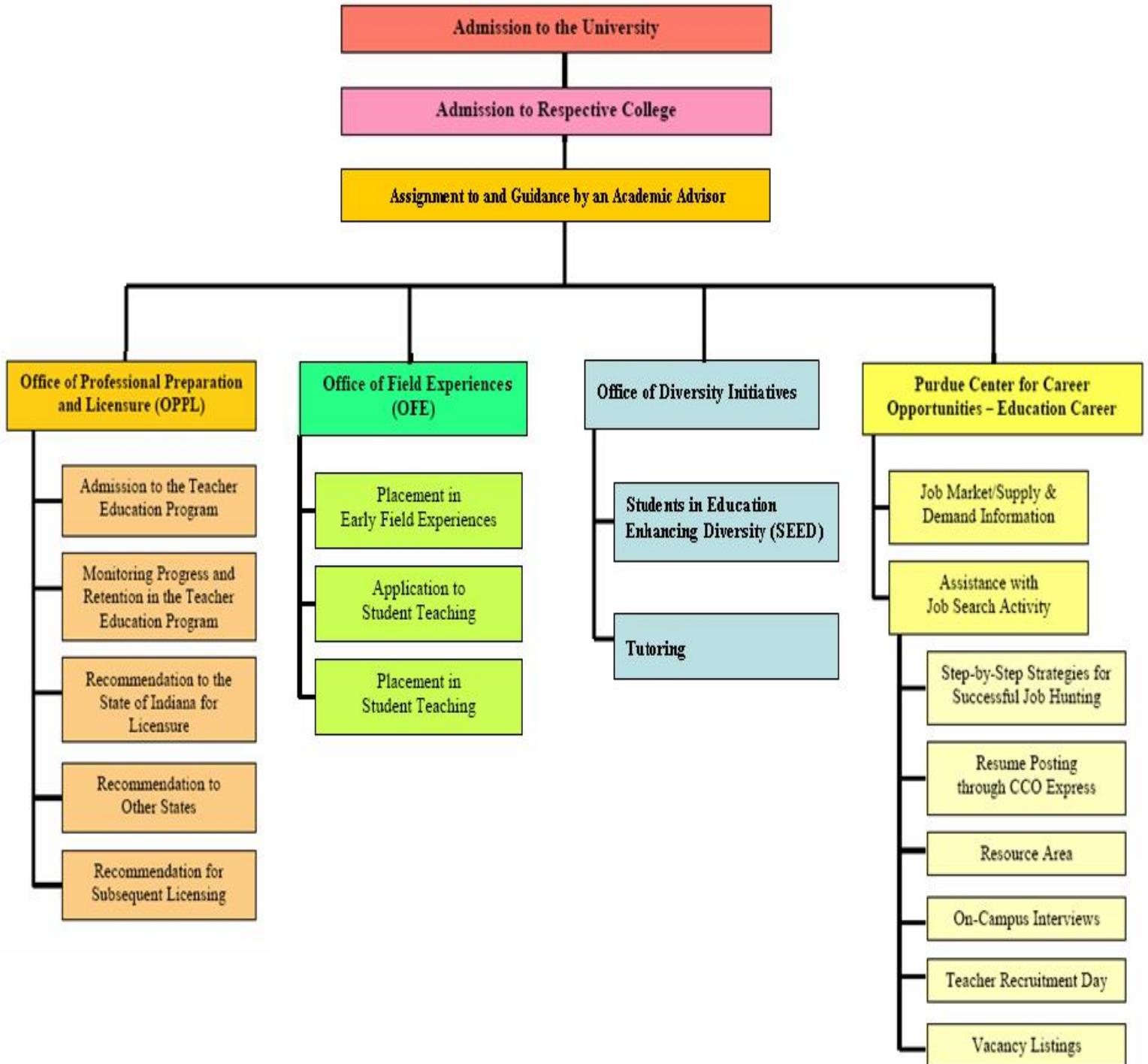


Services by Key Academic Offices



Roles of the Student, Academic/Faculty Advisor, and College of Education Academic Services

Role of the Student

1. Consult the Teacher Education website and documents to ensure that proper procedures and requirements are met in the order designed.
2. Plan regularly with an academic advisor to achieve the required criteria within the suggested time frame.
3. Demonstrate regular progress toward successful completion of ALL required Teacher Education Program standards.
4. Remain informed regarding personal academic progress and its relationship with admission standards and procedures.
5. Remain flexible. The length of time to successfully complete the Teacher Education Program is determined by academic progress and career planning. Additional time may be necessary if you are: 1) a CODO or transfer student, 2) overcoming a G.P.A. below the required Teacher Education Program standard, 3) pursuing an additional major or program area, 4) other unknown needs or circumstances.

Role of the Academic/Faculty Advisor

<http://www.teach.purdue.edu/admissions/advising.html>

The Academic/Faculty Advisor provides information on the following:

1. Academic progress and its relationship with Teacher Education Program standards.
2. Timeline considerations (i.e., course scheduling, applying to the program, etc.).
3. Coursework requirements for an additional major or program area.

Role of Office of Professional Preparation and Licensure

Beering Hall of Liberal Arts and Education, Room 3229, (765) 494-5486.

http://www.teach.purdue.edu/current_st/index.html

The Office of Professional Preparation and Licensure provides materials and information on the following:

1. Admission to Teacher Education (Gate A)
 - a. Instructions for applying to the Teacher Education Program (Gate A)
 - b. Admission Application and Signature Form
 - c. Purdue University Teacher Education Program Testing Requirements Information Sheets (PRAXIS I: Pre-Professional Skills Test [PPST] and PRAXIS II: Subject Assessments)
2. Retention in the Teacher Education Program (Gates B and C)
 - a. No application required for Gate B and C (not to be confused with the student teaching application)
 - b. Evaluation of academic record
3. Recommendation to the State of Indiana for the purpose of obtaining an initial (original) Indiana Teaching License (Gate D)
 - a. PRAXIS II: Subject Assessment/Specialty Areas Testing Information Sheet
 - b. Instructions for an Online Indiana Teaching License Application
4. Recommendation to Other States
 - a. Internet Access to Departments of Education addresses and telephone numbers by state
 - b. Interstate Compact Reciprocity Agreement
 - c. Program Verification Forms (disseminated by each state's Department of Education or Standards Board)
5. Subsequent Licensing Options (after receiving initial or first license)

- a. Completion of Indiana Mentoring and Assessment Program
- b. Renewal (every five years)
- c. Addition to an existing license
- d. Professional/Accomplished Practitioner license

Role of the Office of Field Experiences

Beering Hall of Liberal Arts and Education, Room 3241, (765) 494-7990.

<http://www.education.purdue.edu/fieldexp/>

The Office of Field Experiences provides information on the following:

1. Placement in Early Field Experiences
2. Student Teaching Application
 - a. Policies concerning student teaching
 - b. Information sheet
 - c. Instructions for completing the Student Teaching Application
 - d. Student Teaching Application (not to be confused with the Gate A application for admission to the Teacher Education Program). A student must pass through Gates A and B before submitting the Student Teacher Application Form to Office of Field Experiences.
3. Student Teaching Orientation
4. Student teaching eligibility is required by the week prior to the start of the student teaching semester.
5. Assignment in student teaching after admission to Gate C
 - a. Supervision
 - b. Evaluation

Role of the Office of Diversity Initiatives

Beering Hall of Liberal Arts and Education, Room 3216, (765) 494-7962

<http://www.education.purdue.edu/diversity/index.html>

The Office of Diversity of Initiatives provides the following:

1. Student Support
 - a. Students in Education Enhancing Diversity (S.E.E.D.). S.E.E.D. serves as an organization which supports and cultivates multiculturalism within the Teacher Education Program.
 - b. S.E.E.D places emphasis on recruiting underrepresented students and retaining and creating opportunities for those students currently enrolled in the teacher education program, while promoting mentorship, partnership, and leadership within the Purdue community.
 - c. S.E.E.D. offers numerous activities for its members, such as informational sessions, social events, mentoring, tutoring, volunteer opportunities and community service.
2. Tutoring
 - a. Tutoring is offered through the Diversity Office for students in Math 137, 138 & 138.
 - b. Review sessions are scheduled two days prior to the exams.
 - c. Tutors who are S.E.E.D. members offer tutoring during the week on an as needed basis.

Role of Center for Career Opportunities

Stewart Center, Room 194, (765) 494-3981.

<http://www.cco.purdue.edu/>

The Center for Career Opportunities provides information on the following:

1. Job Market/Supply & Demand Information
2. Assistance with Job Search Activities
 - a. Step-by-Step Strategies for Successful Job Hunting
 - b. Resume Posting through CCO Express
 - c. Resource area
 - d. On-campus interviews
 - e. Teacher Recruitment Day
 - f. Vacancy listings