





# **SECTION I. INTRODUCTION TO PROFESSIONAL EDUCATION**

This Manual, containing policies and procedures pertaining to the Professional Education Unit (Unit) at The University of Southern Mississippi (USM), has been approved by the Professional Education Council (PEC), Dean of the College of Education and Psychology (CoEP), Provost, and President. Additionally, this document contains, as an appendix, the Bylaws of the Professional Education Council. It is to be used by faculty, advisers, chairs, and deans to address questions concerning professional education.

This manual is grouped into four sections. Section 1 contains basic information regarding CoEP Dean's Office personnel who serve the Unit, NCATE/CAEP, definitions, governance, and mission of the Unit. Sections 2 and 3 contain policies and procedures regarding faculty and programs in the Unit. Section 4 includes selected policies and procedures from the Mississippi Department of Education (MDE) that relate to the Unit.

Any additions, corrections, or changes to the Manual may be directed through PEC representative(s) from each

National Council for Accreditation of Teacher Education/Council for the Accreditation of Educator Preparation  
1140 19th Street, NW  
Suite 400  
Washington, DC 20036  
Telephone: (202) 223-0077  
Fax: (202) 296-6620

The programs are also accredited through the



- The contract signed by school district partners and USM ensures that school-based faculty (cooperating teachers) are appropriately licensed. It requires cooperating teachers to:
  - 1) have a standard teaching license,
  - 2) be a full-time employee in a cooperating district,
  - 3) have three consecutive years of positive teaching evaluations,
  - 4) positively impact student learning,
  - 5) be teaching in his/her field of licensure,
  - 6) have successfully completed the Unit's Cooperating Teacher Workshop, and
  - 7) voluntarily accept the responsibilities of a cooperating teacher (i.e., observing, collaborating, critiquing, and evaluating candidates).
- Additionally, cooperating teachers are required to complete training to prepare them for the role of mentor. The Verification of Training Form lists educational background, certification areas, NBPTS certification, training date, P-12 experience, demographics, and current district/school of each cooperating teacher.

The Unit maint

process. The Dean of CoEP initiates an emergency review and requests information/materials as indicated by the particular situation. The Dean of CoEP meets with the faculty member's department chair and college dean to make a determination about continuation. Appeal of a recommendation for non-continuation as a PEF must be delivered to the Provost within 10 working days of receipt of the non-continuation decision.

## **APPEALS**

Faculty who wish to appeal a recommendation for dismissal from PEF after annual evaluation,

Faculty load includes professional service. PEF provide University service through University committees and Unit service through PEC; PEC sub-committees, caucuses, and ad hoc committees; professional development and consultation in P-12 schools; and participation in MDE and [IHL](#) initiatives.



9/1/2013 with it becoming mandatory as the new test starting 1/1/2014.

Except for the Background Check that allows for a two-week extension into the first semester (see Background Check Policy), all requirements must be met prior to enrollment in restricted teacher education courses.

Any student with a question about these requirements should be directed to the College of Education and Psychology Dean.

### **ADVISEMENT**

The Unit considers advisement for candidates essential to student success. PEF meet with candidates during advisement in October and March. Students are made aware of advisement through University-wide communication, the [academic calendar](#), and notices from advisors, departments, and colleges. Candidates can seek advisement and mentoring from PEF at any time during the academic year. PEF are available through email and scheduled office hours. Class rosters in SOAR, Blackboard, and Tk20 are linked to students' email for effective group communication.

Advisement is an important part of any PEF member's job. All students considering a major in professional education are assigned to a PEF adviser as soon as possible, but no later than the semester they are admitted to professional education. The Certification Officer meets each semester with all advisers to inform them of changes, policy, etc.

### **BACKGROUND CHECK**

Adopted Fall 2009: Beginning fall 2009, all students at The University of Southern Mississippi who apply for admission to teacher education must undergo a background check. Students who apply for a Gold Card and have

