

Master of Arts in Teaching with Secondary Teacher Certification Oakland County Program

PROGRAM OVERVIEW

Oakland University's Master of Arts in Teaching in Secondary Education (MATSE) program is designed for individuals who hold a bachelor's degree and are now seeking a career in teaching. The MATSE program is a 2-year teacher certification program that will prepare individuals for a career in teaching at the middle or high school level.

High quality learning experiences ensure that participants are well-prepared to teach, combining teacher education coursework augmented by three field placements in local schools prior to student teaching. The course sequence allows students to be recommended for certification prior to the completion of the master's degree. At the completion of the MATSE program, students will have earned a teaching certificate (grades 6-12), as well as a Master of Arts in Teaching degree.

Additional undergraduate major and minor courses may be required for those individuals whose prior coursework does not fulfill the Michigan Department of Education (MDE) core competencies for a "teachable major and/or minor" content area. This coursework must be completed prior to admission to the MATSE program. See transcript review information on next page. Also, successful scores on the MDE teacher education entrance exams are required for admission.

PROGRAM DELIVERY

To accommodate working individuals, classes primarily meet two weekday evenings per week until the final semester of student teaching. Courses are taken as a cohort with coursework beginning in the fall semester. Courses are held on campus at Oakland University in Rochester, Michigan.

FIELD EXPERIENCES AND STUDENT TEACHING INTERNSHIP

One of the primary benefits of Oakland University's teacher preparation program is the field experiences provided in local school districts. Participants receive varied placements working with school-age children and have an opportunity to apply coursework to the teaching environment as they learn it.

- Students will complete a minimum of 100 hours of field experiences to observe instruction, classroom management strategies, work with students, and implement lessons prior to the student teaching internship. These hours are divided into three semesters of 20-50 hours each. Fields are completed as weekly or semi-weekly, half-day visits to your assigned placement during the specified semesters.
- Field experiences and your student teaching internship are arranged for you by Oakland University to meet both expectations of the program and requirements from the MDE. Applicants should plan to make accommodations to cover these requirements.
- Student teaching is 15 weeks full-time in the classroom and includes all school-related activities.
- VIA LiveText is a required component of your field placements, student teaching, and coursework. Purchase of a 2-year license of this program is required upon admission.

TEACHABLE MAJORS AND MINORS

Prior to beginning the MATSE program, you are required by the MDE to have a minimum of one teachable major. To fulfill the MDE requirement, it is common that applicants need to complete some prerequisite coursework to fulfill the requirements for the teachable major. Prerequisite courses must be completed prior to admission to the MAT – Secondary Education program.

To determine if you have a teachable major or minor, you will need to have a transcript review completed by an adviser. It will identify any courses you have previously completed toward your major and list the courses you need to complete for the major(s) and/or minor(s) you have identified.

To have your transcripts reviewed:

- Complete the *Transcript Review and Program Profile Request* form
- Indicate your major(s) and/or minor(s) of interest (subject areas that you are interested in teaching)
- Submit the form and copies of your transcripts (unofficial copies are sufficient at this time)
- You will be contacted via email in 1-2 weeks from the receipt of your request. Once you receive the evaluation, you should make an appointment with an adviser to review it.

Majors, Minors and Endorsements Available

Oakland University is approved to provide teacher certification for the following areas. The [Michigan Department of Education](#) has a list of classes that can be taught with each subject area. Visit the website under Resources, click on *Quick Reference: Courses That Can be Taught*.

MAJORS	MINORS	ENDORSEMENTS
Biology	Economics	ESL: English as a Second Language
Chemistry	English	Integrated Science (Requires a Biology, Chemistry or Physics major)
English	History	Social Studies (Requires a History major)
History	Mathematics	
Mathematics	Modern Languages (6-12): Chinese, French, German, Japanese, or Spanish	
Physics		
Modern Languages (K-12): French, German, Japanese, or Spanish		

For more information:

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alewis@oakland.edu | (248) 370-3996



School of Education and Human Services

MATSE Transcript Review and Program Profile Request

MASTER OF ARTS IN TEACHING – SECONDARY EDUCATION (MATSE) PROGRAM

NAME:		GRIZZLY ID (IF KNOWN):	
STREET ADDRESS:	CITY:	STATE:	ZIP:
EMAIL:		PHONE:	

1. Evaluate transcripts for the following areas:

Please indicate the content areas that you are interested in teaching, not your undergraduate major/minor.

Major(s) _____

Minor(s) _____

2. Please list all of the educational institutions you have attended:

In order to do a complete evaluation of your prior coursework, we need a transcript from **every** college or university you attended. Unofficial transcripts are sufficient at this time; official transcripts will be necessary when you apply.

NAME OF INSTITUTION	YEARS ATTENDED	DEGREE (IF GRANTED)

3. Felony and Misdemeanor Information:

If you have been convicted of a misdemeanor or felony, you need to be aware that passing our program, student teaching, and state certification tests does not guarantee certification or employment. Convictions are assessed and evaluated at the state level, including a review of court documents.

► I have read the Felony and Misdemeanor information: _____
Initials Date

Please email or fax this completed sheet and all of the requested unofficial transcripts to the contact below. Allow 1-2 weeks for the transcript review. Your evaluation will be emailed to you.

Subject: MATSE Program Transcript Request

Email: MATinfo@oakland.edu

Fax: (248) 370-4961

MAT in Secondary Education (MATSE)

Course Schedule and Sequence

Term and Field Hours	Old	New	Title	Credits
Fall Field 1 - 20 hours	TD 500	TD 5000	Introduction to the School and Society	2
	TD 501	TD 5100	Learning Theory: Cognitive & Affective Development of Adolescents	3
Winter Field 2 - 30 hours	SED 527	SED 5110	Secondary Minor Methods	4
	RDG 538	RDG 5558	Guiding Reading- Learning in Content Subjects	4
Summer	SE 521	SE 6521	Serving Students with Special Needs in General Education Classroom	3
	TD 540	TD 5104	Managing the Secondary Classroom for Educational Equity	4
	DLL 630	DLL 6030	Workshop in Educational Software and Related Technologies	2
Fall Final Field - 50 hours	SED 528	SED 5210	Secondary Major Methods	4
	TD 556	TD 5949	Internship Seminar	2
	TD 559	TD 5955	Internship in Secondary Education	2
Winter Final Field - Full-Time	TD 559	TD 5955	Internship in Secondary Education	8

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Term	Old	New	Title	Credits
Summer 1	EST 601	EST 6000	Introduction to Educational Studies	3
Summer 2	EST 609	EST 6500	Collaborative Action Research	3

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Notes:

- Sequencing of courses is subject to change.
- All coursework must be completed within six years.

MATSE Application Checklist

MASTER OF ARTS IN TEACHING WITH SECONDARY TEACHER CERTIFICATION

Please note that you do not need to submit this checklist as part of your application. This document is for your reference only.

STEP 1: TRANSCRIPT EVALUATION

Date of Transcript Evaluation: _____

IMPORTANT: To be eligible for the MATSE program, you must have a transcript review done to evaluate if you have met the prerequisite coursework needed for your designated major/minor areas and all of the state testing requirements. If you haven't had a transcript evaluation done yet, please do so before starting an application to the program.

STEP 2: ONLINE GRADUATE APPLICATION

- ☐ Create an account at oakland.edu/apply and select "I am interested in a master's program."
 - Academic Program and Location: Select "MAT in Secondary Education"
 - Entry Test Scores: The GRE / GMAT are not required for this program
 - Statement of Purpose: Fill out or copy/paste your goal statement in this field
 - Fall Application Deadline: May 1 (If you miss the deadline, contact Andrea Lewis to see options)
- ☐ Return to the "My Account" screen to complete your application. Upload or complete the following:
 - Resume or Curriculum Vita: Include all relevant experience with children/youth
 - Felony/Misdemeanor Disclosure Form (included in packet)
 - Experience Working with Children/Youth Form (included in packet)
 - Two Recommendation Requests: Request two recommendations electronically using online form

STEP 3: OTHER ITEMS

- ☐ Test Scores: Submit official passing test scores to Oakland University for:
 - **Basic Skills Requirement:** SAT scores must be sent to Oakland University (1497) and the Michigan Department of Education Teacher Certification (6962): collegereadiness.collegeboard.org/sat
 - **MTTC Tests** for Major / Minor subject areas: www.mttc.nesinc.com/MI17_scorereport_opener.asp
- ☐ Request official transcripts from all post-secondary educational institutions from which you earned a degree or that you enrolled in for your prerequisite coursework. Official college transcripts must be sent directly from the issuing college or university to gradinfo@oakland.edu or in a sealed envelope to:

Graduate Admissions - Oakland University
O'Dowd Hall, Room 520
586 Pioneer Drive
Rochester, MI 48309-4482

STEP 4: ADMISSION DECISION

After your application file is complete and your prerequisite work is done, you will receive an admissions recommendation from the Department of Teacher Development and Educational Studies. Following that, you will receive your official admissions decisions from Graduate Admissions. If you have questions regarding the status of your application, you can login to your account at oakland.edu/apply or contact Graduate Admissions at (248) 370-2700 | gradinfo@oakland.edu.



ACKNOWLEDGEMENT FORM

Michigan Department of Education (MDE)
Teacher Certification Rules Regarding
Felony / Misdemeanor Convictions

Applicant's Full Name:		Grizzly ID:	
Street Address	City	State	Zip Code

This document is a recognition and confirmation that Oakland University has made a good faith effort to inform (your name) _____ of potential action in the future by Oakland University School of Education and Human Services and/or the Michigan Department of Education (MDE).

The Michigan Department of Education considers each person being recommended for certification with a criminal record on a case-by-case basis. Certification requirements can be changed at any time in the future by the state, which, at that time, could affect teacher certification for anyone with a criminal record. There could be a possibility that even after successful completion of the professional student teaching semester and recommendation for certification from Oakland University, the Michigan Department of Education could deny certification based upon conviction of a crime.

In addition, the question related to conviction of a misdemeanor and/or felony must always be answered honestly. Falsification or cover up of any of this information could be grounds for denial of admittance or dismissal from the OU School of Education and Human Services education program, denial of a student teaching placement, and/or denial of certification.

Furthermore, any past or future convictions from this point on could put admission to the OU School of Education and Human Services education program, student teaching, and/or teacher certification in jeopardy. At the time of future recommendation of certification to the MDE, individuals with convictions must provide detailed information about the conviction including a Judgment of Sentence from the court.

I, _____, acknowledge that Oakland University has made a good faith effort to inform me of the possible challenges for admission to the OU School of Education and Human Services education program, student teaching, and/or for teacher certification by the Michigan Department of Education due to a criminal record.

Applicant Signature

Date



QUESTIONS REGARDING CONVICTION AND SUBSTANTIATED CASE OF CHILD ABUSE OR NEGLECT

The MDE requires all colleges/universities to request information involving possible convictions and substantiated cases of all potential and current teacher education candidates. You must answer the following questions truthfully. Falsification of any information regarding your criminal history may be grounds for dismissal from SEHS at Oakland University and/or denial and/or revocation of your teaching certificate from the Michigan Department of Education. If you have had a case of child abuse or neglect substantiated against you and/or if you are required to register with the Child Abuse/Neglect Central Registry, you may be unable to complete the requirements for the Early Childhood Education Endorsement. Questions 1-4 do not pertain to any charges you may have against you as a juvenile.

1. Have you been convicted of a misdemeanor in any state, jurisdiction, or country?
Circle one: Yes No
2. Have you been convicted of a felony in any state, jurisdiction, or country?
Circle one: Yes No
3. Have you ever been required to register under the Michigan Sex Offenders Registration Act?
Circle one: Yes No
4. Do you have any misdemeanor and/or felony charges *pending* against you in any state, jurisdiction, or country – including any charges against you in the military?
Circle one: Yes No
5. Have you ever had a case of child abuse or child neglect substantiated against you? (Substantiated means an investigation was conducted and child abuse and/or neglect was found to be substantial)
Circle one: Yes No
6. Have you ever been required to register with the Child Abuse/Neglect Registry?
Circle one: Yes No

***For Your Information:** Pleading “No Contest” is still considered by the Michigan Department of Education to have been convicted of the crime and you must answer, “yes” to the appropriate question(s) above.

***For Your Information:** If you have had a conviction expunged (a legal process to strike out a criminal record or conviction and is granted by a judge) you must answer “yes” to the appropriate question(s) above and then you should state that it was legally expunged with the date of expungement.

IMPORTANT NOTE You must report any future convictions or substantiated cases of child abuse or neglect to OU’s SEHS in a timely manner during your enrollment in the Oakland University program.

Applicant Signature

Printed Name

Date

Circle Program: Elem STEP Art Music ML MATEE MATSE

EXPERIENCES WORKING WITH CHILDREN / YOUTH

Documentation Form for MAT Program Application

Using this form, please document your experiences working with children/youth. A minimum of 30 hours is required for admission to the MAT program. If more space is needed, you can duplicate this form or use additional paper. Some “suggested activities” are provided on the next page.

Full Name:	Grizzly ID (if known):
Dates when activity was performed (approximate):	Your role:
Ages of children/youth whom you worked:	Approximate hours of experience for this activity:

Provide a description of your tasks and responsibilities in this activity:

Supervisor's Signature

Date

Applicant's Signature

Date

Suggested Experiences Working with Children/Youth

Applicants seeking experience working with children/youth are recommended to volunteer or seek employment at organizations such as the following:

Schools

Teacher assistant
Latch key programs
Recess monitor
After-school programs
Tutoring
Nursery or preschool
Crossing guard

Recreational

Camp counselor
Coaching
Nature center volunteer
Arts-and-crafts instructor
YWCA or YMCA volunteer
and instructor

Museums

Docent for children's tours
Children's program
presenter

Hospitals

Pediatric volunteer

Other

Girl Scouts or Boy Scouts
YWCA or YMCA
Religious education
instructor
Girls and Boys Club