

## **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:

Andrea Lewis, Senior Project Manager

[alewis@oakland.edu](mailto:alewis@oakland.edu) | (248) 370-3996



School of Education and Human Services

## MATSE Transcript Review Request Form

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 EARNED If degree earned, please note GPA in next column.	OVERALL GPA

### 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](mailto:MATinfo@oakland.edu)

Fax: (248) 370-4961

## MAT in Secondary Education (MATSE)

### Course Schedule and Sequence

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

**Secondary Teacher (6-12) Certification Coursework      38**

Term	New	Title	Credits
<b>Summer 1</b>	EST 6000	Introduction to Educational Studies ( <i>Online Course</i> )	3
<b>Summer 2</b>	EST 6500	Collaborative Action Research ( <i>Online Course</i> )	3

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**Notes:**

- Cohort generally meets on Monday and Wednesday evenings
- Dates and sequencing of courses are subject to change
- All graduate coursework must be completed within six years

# MATSE Application Checklist

## MASTER OF ARTS IN TEACHING WITH SECONDARY TEACHER CERTIFICATION

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*This checklist is for your reference only is not submitted part of the application. Fall Application Deadline: May 1.*

### 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 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](http://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

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

☐ **Goal Statement:** In two pages or less, please include a short biography, your professional goals, and respond to the following: (1) *What experiences have led you to believe you would enjoy teaching middle/high school students?* (2) *What abilities do you have that lead you to believe you can manage a classroom?* (3) *What grade levels and/or areas of the curriculum do you hope to teach and why?* (4) *What knowledge, experience or personal attributes do you have that will benefit your students?* (5) *What do you hope to accomplish in a teaching career?*

☐ **Felony/Misdemeanor Disclosure Form** (included in packet)

☐ **Experience Working with Children/Youth Form** (included in packet)

☐ **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](http://collegereadiness.collegeboard.org/sat)
- **MTTC Tests** for Major / Minor subject areas: [www.mttc.nesinc.com/MI17\\_scorereport\\_opener.asp](http://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](mailto: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 is complete (including all course & testing requirements), it can take up to three weeks to hear a decision. To check on the status of your application, you can login to your application at [oakland.edu/apply](http://oakland.edu/apply) or contact Graduate Admissions at (248) 370-2700 | [gradinfo@oakland.edu](mailto:gradinfo@oakland.edu).

**ACKNOWLEDGMENT FORM**

Michigan Department of Education (MDE)

Teacher Certification Rules for Felony/Misdemeanor Convictions and Civil Infractions

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Applicant's Full Name: \_\_\_\_\_ Grizzly ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Program (please circle):   Elementary      Secondary      Music      Art      Dance      MATEE      MATSE

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This document is a recognition and confirmation that Oakland University has made a good faith effort to inform education students of potential actions by Oakland University School of Education and Human Services and/or the Michigan Department of Education (MDE).

Michigan Department of Education reviews all applications for certification for candidates having reportable offenses or convictions on their record. Even after successful completion of a teacher education program and recommendation for certification, MDE may deny certification based upon the civil infraction, misdemeanor, criminal and/or felony records of certification candidates as well as licensed educators.

Questions related to civil infraction, misdemeanor, criminal and/or felony records must be answered honestly. Falsification or failure to disclose information may 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. Any future civil infractions, misdemeanors, criminal and/or felony convictions must be reported to Oakland University and may jeopardize admission to the education program, student teaching, and/or recommendation for certification.

At the time of recommendation for certification, individuals with reportable offenses or convictions on their record will be required to provide court documents that show resolution of the issue, as well as provide a signed statement of explanation. This information will be reviewed and assessed by the Michigan Department of Education before certification can be granted.

By signing below, 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 based upon my civil infraction, misdemeanor, criminal and/or felony records.

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Applicant Signature

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Printed Name

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Date

## CONVICTION AND SUBSTANTIATED CASE OF CHILD ABUSE OR NEGLECT QUESTIONS

Oakland University must request information involving possible convictions and substantiated cases that may impact certification from 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 a case of child abuse or neglect has been 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. Please note, questions 1-2 do not pertain to any charges you may have against you as a juvenile.

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) below and then you should state that it was legally expunged with the date of expungement.

**Important Notes:** 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) below. Also, during your enrollment, you must report any future convictions or substantiated cases of child abuse or neglect to Oakland University’s School of Education and Human Services in a timely manner.

**Please read the statements below and circle “Yes” or “No” underneath each question:**

1. Have you ever accepted responsibility in a civil infraction (excluding speeding tickets) or been convicted of (or pled no contest to) a misdemeanor or felony in any state, jurisdiction or country?

**Yes      or      No**

2. Do you have any misdemeanor, and/or felony, or civil infraction charges pending against you in any state, jurisdiction, or country – including any charges against you in the military?

**Yes      or      No**

3. Have you ever been required to register under the Michigan Sex Offenders Registration Act?

**Yes      or      No**

4. 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.

**Yes      or      No**

5. Have you ever been required to register with the Child Abuse/Neglect Registry?

**Yes      or      No**

6. Have you ever had a teaching, school counselor, school psychologist, or school administrator certificate surrendered, nullified, suspended or revoked?

**Yes      or      No**

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Applicant Signature

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Printed Name

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Date

## 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:

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\_\_\_\_\_  
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