

Master of Arts in Teaching with Elementary Teacher Certification (MATEE)

PROGRAM OVERVIEW

Oakland University's Master of Arts in Teaching in Elementary Education program is designed for individuals who hold a bachelor's degree and are now seeking a career in teaching. The MATEE program is a 2-year teacher certification program that will prepare individuals for a career in teaching at the elementary or middle 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 MATEE program, students will have earned a teaching certificate (grades K-8), as well as a Master of Arts in Teaching degree.

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

PROGRAM DELIVERY

Classes primarily meet only two evenings per week (Tuesday & Thursday's) until the final semester of student teaching. The MAT program follows a cohort model with coursework beginning in the fall semester. All classes are held on campus at Oakland University's main campus in Rochester, MI.

FIELD EXPERIENCES AND STUDENT TEACHING INTERNSHIP

One of the primary benefits of Oakland University's teacher preparation programs are the required 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 (three semesters of 30-40 hours each) of field experiences throughout the program to observe instruction, classroom management strategies, work with students, and implement lessons prior to student teaching. Fields are completed as weekly or semi-weekly, half-day visits to your assigned placement during the specified semesters. Applicants should be prepared to make accommodations to cover these requirements.
- Field experiences and your student teaching internship are arranged for you by Oakland University to meet the MDE 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

Prior to beginning the MATEE 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 - Elementary Education program.

To determine if you have a teachable major, 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) you have identified.

To have your transcripts reviewed:

- Complete the *Transcript Review Request* form
- Indicate your major(s) of interest (subject areas that you are interested in teaching)
- Submit the form and copies of your transcripts (unofficial transcripts are acceptable) to MATinfo@oakland.edu.
- You will be contacted via email in 1-2 weeks from the receipt of your request.

Available Majors and Endorsements

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*.

- Integrated Science
- Language Arts
- Mathematics
- Social Studies
- Endorsements: *ESL* - English as a Second Language (*must be paired with a major above*)

FOR MORE INFORMATION

Andrea Lewis

MAT Program Coordinator

Teacher Education

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School of Education and Human Services

MATEE Transcript Review Request Form

MASTER OF ARTS IN TEACHING – ELEMENTARY EDUCATION (MATEE) 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.

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 for the review; official transcripts are required for admission.

| NAME OF INSTITUTION | DEGREE EARNED If degree earned, please note GPA → | OVERALL GPA |
|---------------------|--|----------------|
| | | |
| | | |
| | | |
| | | |

3. Felony and Misdemeanor Information:

If you have been convicted of a misdemeanor or felony, please 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

Submit this completed request form and all of the requested unofficial transcripts to the contact below via email or fax. Allow 1-2 weeks for the transcript review to be emailed to you.

Subject: MATEE Program Transcript Request
Email: MATinfo@oakland.edu
Fax: (248) 370-4961

MAT in Elementary Education (MATEE) Program

Course Schedule & Field Placement Requirements

| | Term and Field Hours | Rubric | Course Title | Credits | Format |
|------------------------------------|-----------------------------------|----------|---|---------|---------|
| YEAR 1 | FALL Field 1 (30 hours) | TD 5103 | Managing the Classroom Environment of and for Diverse Learners | 3 | Lecture |
| | | RDG 5202 | Reading and Language Arts in the Elementary and Middle School I | 4 | Lecture |
| | | SE 5500 | The Exceptional Student | 2 | Online |
| | WINTER Field 2 (30 hours) | TD 5001 | Instructional Design & Assessment | 4 | Lecture |
| | | RDG 5203 | Reading and Language Arts in the Elementary and Middle School II | 4 | Lecture |
| | | TD 5180 | Health Curriculum at the Elementary and Middle Levels | 1 | Online |
| | SUMMER | TD 5260 | Teaching Elementary and Middle Level Science | 4 | Lecture |
| | | TD 5220 | Integrating the Arts in the Elementary Classroom | 2 | Lecture |
| | | DLL 5035 | Instructional Systems Technology Applications in Education | 2 | Lecture |
| YEAR 2 | FALL Final Field (40 hours) | TD 5320 | Mathematics Pedagogy / Curriculum in Elementary and Middle Grades | 4 | Lecture |
| | | TD 5270 | Teaching Elementary and Middle Level Social Studies | 4 | Lecture |
| | | TD 5181 | Teaching Fitness and Wellbeing in the K-8 Classroom | 2 | Online |
| | WINTER | TD 5950 | Student Teaching (Full-Time) | 8 | Lecture |
| | SUMMER | EST 6000 | Introduction to Educational Studies | 3 | Online |
| | | EST 6500 | Collaborative Action Research | 3 | Online |
| MAT in Elementary Education Degree | | | | 50 | |

FREQUENTLY ASKED QUESTIONS

- Lecture classes are held on Tuesday and Thursday evenings (5:30-8:50 pm)
- Program runs as a cohort, beginning only in the fall semester
- Prior to student teaching, students will complete three semesters of field placements (minimum of 100 hours)
- After student teaching, students are eligible to apply for Michigan Elementary Teacher Certification (K-8) assuming all coursework and testing requirements have been met
- All graduate coursework must be completed within six years

TESTING REQUIREMENTS

- MTTC Major Test - Language Arts #90, Integrated Science #093, Social Studies #105, or Math #089
- MTTC Elementary Education Test #103
- All students are required to have official ACT or SAT scores on file with Oakland University



Teacher Development and Educational Studies

MATEE Application Checklist

MASTER OF ARTS IN TEACHING WITH ELEMENTARY TEACHER CERTIFICATION

*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 MATEE 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 and select "I am interested in a master's program."

- Academic Program and Location: Select "MAT in Elementary 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 elementary/middle 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
- **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 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 or contact Graduate Admissions at (248) 370-2700 | gradinfo@oakland.edu.

ACKNOWLEDGMENT FORM

Michigan Department of Education (MDE)

Teacher Certification Rules for Felony/Misdemeanor Convictions and Civil Infractions

Applicant's Full Name: _____ Grizzly ID: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

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

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.

Applicant Signature

Printed Name

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

Applicant Signature

Printed Name

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:

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