DEPARTMENT OF FOREIGN LANGUAGES
Alternative Teacher Preparation (ATP) FLED Program

Policies and Procedures for Completing Requirements for the State of Georgia "INDUCTION CERTIFICATE" in a Foreign Language

Spring 2019

Admission to the Program:

1. To be eligible for participation in the ATP program, applicants must:
   a. Be employed as a full-time teacher of a foreign language in a public or private SACS-accredited school in Georgia.
   b. Have sufficient time to complete the program of study (This may require an extension of the temporary teaching certificate).
   c. Provide a letter by the principal of the candidate's school to verify employment and to request that KSU work with the teacher/candidate to complete the requirements towards the State of Georgia "Induction Certificate."
   d. Have previously earned a Bachelor's degree at an accredited institution of higher education in the foreign language for which certification is desired.
       a. Applicants who demonstrate proficiency in the foreign language (see 1.d. below) and hold a Bachelor's degree in another content area will be required to have earned a minimum of 21 semester hours in the foreign language before being recommended for State of Georgia certification. The foreign language coursework must be at the upper division level, including courses in language, linguistics, culture, and literature.
   e. Apply to KSU and be admitted as an undergraduate non-degree student for spring 2019, with a Current Major listed as "EDUC Certificate NonDegree UG." Please note that admission to KSU is independent of admission to the ATP program. For information about admission to KSU, please contact the Office of Admissions at (770) 423- 6300 or go to http://www.kennesaw.edu/admissions/ugadm.shtml
   f. Complete the Ethics exam labeled Georgia Educator Ethics - Program Entry (350). To register, create or update your *MyPSC* account on the Georgia Professional Standards Commission (GaPSC) website at www.gapsc.com.
   g. Mail* a completed program application form, official university and professional development transcripts, and copies of test scores (OPI, WPT, GACE Basic Skills, & GACE Content, if taken; see #3) Please note that transcripts in a foreign language must be translated by a KSU-approved agency (http://www.gapsc.com/MovetoGeorgia/FromOutSideUSA/foreignCredentialReports.aspx) to the address below:
       Karen Graf, kgraf1@kennesaw.edu

FLED Program Coordinator
Department of Foreign Languages
Kennesaw State University
375 Cobb Ave NW #1804
Kennesaw GA 30144-5591

*An emailed attachment of the completed application form will also be accepted.

e. Apply for admission to the Bagwell College of Education through Owl Express at http://bagwell.kennesaw.edu/centers/ess/ess-resources/ess-forms

2. The Department of Foreign Languages can only accept a limited number of applicants into the program each year. Meeting the eligibility criteria outlined in #1 does not guarantee admission to the Non-Degree, Certification-Only FLED program. Applications that are complete and received by **December 1, 2018** will receive priority consideration.

3. After review of the applications, applicants will be notified via email if they have been selected for a face-to-face admission interview. The interview includes completion of a hand-written essay. Non-native speakers of English will write in English and native speakers of English will write in the target language. The Department of Foreign Languages reserves the option to require a standardized exam (ACTFL) as evidence of advanced English proficiency in speaking and writing and/or require additional course work in English or in the target language, if the applicant's language skills are deficient in any area. In that case, applicants may be admitted on a conditional basis. After completing the essay, the applicant will meet with the Non-Degree, Certification-Only FLED Program Coordinator, who will evaluate the applicant's credentials in order to establish a program of study necessary to complete the requirements for the State of Georgia "Induction Certificate." To be recommended for certification by KSU, candidates must complete all of the following requirements:

a. Establish a *MyPSC* account with the GaPSC at https://mypsc.gapsc.org/register.aspx.

b. Complete the GaPSC Ethics Entry Exam.

c. Obtain the equivalent of a major in the teaching field, to include courses in language, linguistics, culture, and literature. This requirement represents a minimum of 21 semester hours at the upper division level.

d. Complete the professional education sequence for foreign language education: *Technology in Foreign Language Teaching, Methods, Materials and Curriculum P-8*; *Methods, Materials and Curriculum 9-12*; *Second Language Acquisition*; and a GaPSC-approved professional development course in the *Education of Exceptional Students.*

e. Take an official ACTFL Oral Proficiency Interview (OPI) in the target language and receive a minimum rating of Advanced-Low for type I languages (French, Spanish, German, etc.) and Intermediate-High for type II languages (Chinese, Japanese, etc.). Latin is not included.

f. Pass the GACE Program Admission Assessment. The Program Admission Assessment may be exempted if high enough scores are obtained on certification tests (SAT, GRE, etc.). For more details about exemptions, see http://www.gapsc.com/EducatorPreparation/Assessment/BasicSkillsInfo.aspx

g. Pass the GACE Content Assessment (French, German, Latin, or Spanish); see http://gace.ets.org/ for more information. For all other languages, the official ACTFL Writing Proficiency Test (WPT) and the OPI, with minimum scores of Intermediate-High for Type II and Advanced-Low for Type I languages are required instead.

f.   Successfully complete *Yearlong Clinical Experience I & II* and co-requisites *FLED Seminar I & II* (6 credit hours each semester) to satisfy the clinical experience requirements. Internships begin in the fall semester only. To be eligible for the internship, all requirements listed above must be completed first.

g.   Pass the Georgia Educator Ethics Exit Assessment (360), as mandated by the GaPSC.

h.   Pass the *edTPA* content pedagogy assessment, as mandated by the GaPSC.

Retention in the Program:

1. All course work for certification must be completed with a "C" or higher (or "S" for S/U courses). However, the candidate must also maintain a minimum GPA of 2.75 in all required courses taken at KSU or at other institutions. In addition, a grade of "D", "F", or "U" in any course taken at KSU makes the candidate ineligible to continue in the Non-Degree, Certification-Only FLED program.

2. Candidates are subject to any additional EPP (Educator Preparation Program) policies regarding "Retention in Teacher Education," as outlined in the 2017-2018 *Kennesaw State University Undergraduate Catalog*.

3. Candidates will be notified in writing by the Department of Foreign Languages should they not be eligible to continue in the program. If the *FLED Admission & Academic Standing Committee* determines that a candidate has failed to meet any of the academic standards or requirements of the program set forth in this document, dismissal will take effect immediately. A probationary period may be granted to those candidates who are taking only one course during the semester and receive a "C." Those candidates must enroll in a required course the following semester and bring their GPA to the required minimum. Probation will be granted one time only.

4. All candidates must take the following courses at KSU:
   - FLED 4408, *Second Language Acquisition* (3 credits)
   - FLED 4410, *Methods, Materials and Curriculum of FLED, P-8* (3 credits)
   - FLED 4412, *Methods, Materials and Curriculum of FLED 9-12* (3 credits)
   - FLED 4414, *Technology in Foreign Language Teaching (3 credits)*
   - EDUC 4610, *Introduction to the Yearlong Clinical Experience (0 credits)*
   - FLED 4670, *Yearlong Clinical Experience I* (5 credits) The yearlong internship must start in the fall. All other requirements must have been met prior to enrollment in the yearlong internship.
   - FLED 4671, *FLED Seminar I* (1 credit) This course must be taken concurrently with FLED 4670
   - FLED 4680, *Yearlong Clinical Experience II* (4 credits) Successful completion of FLED 4670 and FLED 4671 is a prerequisite to this course.
   - FLED 4681, *FLED Seminar II* (2 credits) This course must be taken concurrently with FLED 4680
   - FL 4400, *Directed Study* (1 credit or more) This course will be included in the candidate's Non-Degree, Certification-Only FLED Program Plan, *if needed* – as determined upon admission by the FLED Program Coordinator.

5. Candidates are expected to take education courses other than those listed in #4 through a GaPSC-approved professional development program.

6. Candidates must start taking certification courses at KSU in spring 2019, and follow the

semester-by-semester program plan established during their admission meeting.** Failure to take the required courses as scheduled makes the candidate ineligible to continue in the program.

    a. **According to university policy, if no courses are taken the semester for which a candidate has been admitted, he/she must apply for readmission to the university. Readmission to the university does not guarantee readmission to the Non-Degree, Certification-Only FLED program. If readmitted to the Non-Degree, Certification-Only or the ATP FLED program, candidates are subject to any changes in program requirements made since the initial admission.

    b. If there are extenuating circumstances that require withdrawal from a course during the semester, the candidate must contact the program coordinator and explain the situation in writing. The *FLED Admissions & Academic Standing Committee* will review each petition on an individual basis and if re-admission is granted, provide a new program plan. Exceptions cannot be made if it is determined that the candidate was not making a passing grade in that course at the time of the withdrawal.

7.   If content area, foreign language coursework is included as a requirement in the individualized program of study, the courses may be taken at any accredited college or university. However, these courses must be pre-approved FLED Program Coordinator, and official university transcripts must be submitted prior to admission to *Yearlong Clinical Internship I*. Only courses completed with a "C" or higher may be used to fulfill the content course requirements.

8.   Candidates are also responsible for updating their contact information if there are any changes, including home address, phone number, and e-mail address. Any updates should be sent directly to the FLED Program Coordinator at kgraf1@kennesaw.edu. Communication with candidates will be conducted primarily via KSU student e-mail. Candidates are expected to check their KSU e-mail at least once every 24 hours.

Admission to the Yearlong Clinical Experience I & II:

1.   To receive permission to enroll in *Yearlong Clinical Internship I* - FLED 4670 (fall semester), candidates must:
- Provide the appropriate documentation to verify successful completion of all other requirements.
- Co-register for FLED 4671 *(Internship Seminar I)*

2.   To receive permission to enroll in *Yearlong Clinical Internship II* - FLED 4680 (spring semester), candidates must:
- Complete the fall semester of the internship successfully – both FLED 4670 and FLED 4671.
- Co-register for FLED 4681 *(Internship Seminar II)*

3.   The yearlong internship with accompanying seminars comprises 12 credit hours and is completed over two consecutive semesters (fall & spring). Candidates who are eligible to complete the yearlong internship and seminar during the spring semester, but do not enroll in the courses, are ineligible to continue in the ATP program.

Recommendation for Certification:

1.   It is the candidate's responsibility to complete the established program and send the appropriate documentation for tests and course work. In order to be recommended for Certification, the

following documentation must be provided:
- ● Official transcripts of course work completed:
  - ・ at other universities
  - ・ through staff/professional development programs
- ● Copies of test score reports:
  - ・ GACE Program Admission Assessment (or appropriate SAT, ACT or GRE scores to substitute)
  - ・ GACE Content Assessment (For languages other than French, German, Latin, and Spanish, the ACTFL Writing Proficiency Test (WPT) and the OPI are required instead.)
  - ・ OPI Certificate
  - ・ Georgia Educator Entry and Exit Ethics Assessment
  - ・ *edTPA*
- ● Verification of completed GaPSC online application for certification, including payment of all required fees

All documentation must be sent directly to the FLED Program Coordinator, Ms. Karen Graf.

2. Once the FLED Program Coordinator has verified that the program requirements have been completed successfully and all appropriate documentation has been provided, a request for a recommendation for certification will be forwarded to KSU's Certification Officer, who will prepare the recommendation and mail it to the candidate's home address.
3. Note that any evaluation and individual program of study **may** be subject to change if (a) the Bagwell College of Education at KSU, (b) any of our accrediting agencies, or (c) the GaPSC make changes in policies, procedures, or requirements.

Acknowledgement:

I have received a written individualized program of study and a semester-by-semester plan for completion of the program requirements. In addition, I have received and read a copy of the Spring 2019 "Policies & Procedures for Completing Requirements for the State of Georgia *Induction Certificate* in a Foreign Language." I understand that non-compliance with any of the stated terms may result in dismissal from the program or lead to a delay in a recommendation for certification.

Name: _____ **KSU ID#** _____

School: _____

Signature: _____ **Date:** _____