

## APPENDIX A.

### Transition to Teaching Special Education: Mild Intervention K-12

The Transition to Teaching track in Special Education provides the opportunity for candidates to seek Indiana licensure in Mild Interventions K-12.

#### Admission Requirements

Graduate non-degree status

(Students must meet both State and Butler requirements)

#### **Elementary Level: 24 credit hours**

##### **State Admission Requirements:**

- A baccalaureate degree with a grade point average of at least 3.0/4.0, both in the major and overall; **OR**
- Both a baccalaureate degree with a grade point average of at least 2.5/4.0, both in the major and overall, **AND** five years of professional experience.  
(For those using this option, please include documentation of five years of professional experience considered appropriate for this licensure. Please be specific.)

##### **Butler Admission Requirements:**

- Official transcript(s) from undergraduate College / University. All transcripts from colleges and universities must be submitted, but the GPA of your graduating university is the GPA this program will use to determine if the state admission requirement has been met. There is **NO** provision in this program for a conditional admit. The state requirements must be met.

Highly suggested: To enter into a teaching licensing program, you are required to earn state licensure minimum scores on Praxis I. (If not yet taken, Praxis I **MUST** be completed at or before achieving 12 credit hours. Praxis I is not required for those licensed in another teaching area and wish to enter Transition to Teaching: Special Education Mild Intervention). Praxis I required cutoff scores are: Reading 176, Math 175, Writing 172. Praxis I can be scheduled at Prometric Testing Center (317-486-4541). There is a fee for this service. All Praxis scores should be coded to be sent to Butler University and the Indiana Professional Standards Board. Even though Praxis I is not required for initial admission to the Butler Transition to Teaching program, those who do not “take tests well” or are closer

to the 2.5 state admission minimum GPA may wish to take Praxis I and achieve the passing scores before investing time and resources into this program.

### **Middle/Secondary Level: 24 credit hours**

#### **State Admission Requirements:**

- A baccalaureate degree with a grade point average of at least 3.0/4.0, both in the major and overall; **OR**
- A graduate degree; **OR**
- Both a baccalaureate degree with a grade point average of at least 2.5/4.0, both in the major content area and overall, and five years of professional experience. (For those using this option, please include documentation of five years of professional experience considered appropriate for this licensure.)

#### **Butler Admission Requirements:**

- Three professional letters of recommendations to assess prior performance,
- Official transcript(s) from undergraduate College / University. All transcripts from colleges and universities must be submitted, but the GPA of your graduating university is the GPA this program will use to determine the state admission requirement. There is NO provision in this program for a conditional admit. The state requirements must be met.

Highly suggested: To enter into a teacher licensing program, you are required to earn state licensure minimum scores on Praxis I. (If not yet taken, Praxis I **MUST** be completed at or before achieving 12 credit hours. Praxis I is not required for those licensed in another teaching area and wish to enter Transition to Teaching: Special Education Mild Intervention). Praxis I required cutoff scores are: Reading 176, Math 175, Writing 172. Praxis I can be scheduled at Prometric Testing Center (317-486-4541). There is a fee for this service. All Praxis scores should be coded to be sent to Butler University and the Indiana Professional Standards Board. Even though Praxis I is not required for initial admission to the Butler Transition to Teaching program, those who do not “take tests well” or are closer to the 2.5 state admission minimum GPA may wish to take Praxis I and achieve the passing scores before investing time and resources into this program.

Course fieldwork will be done in school age groups indicative of the license student intends to earn.

Transcripts and/or professional experiences may have content deficiencies. Butler COE can require additional coursework to address any content deficits. It is important to carefully document competencies in child development, psychology, any coursework and experiences in the social and behavioral sciences, and competencies in technology, especially computer technology.

Please visit this website for information to apply for the non-degree Transition to Teaching program. Please follow these instructions.

<http://www.butler.edu/educ/grad/nondegree.htm>

### Application Process

- Complete application
- Include all official undergraduate college/university transcripts
- Include 3 letters of recommendation
- (If your undergraduate GPA is less than 3.0/4.0, include complete documentation of 5 years of professional experiences that would be appropriate to determine background for working with children or adults with special needs or at risk for special needs.

### Courses

**24 credit hours (beginning for new admits, Spring 2003)**

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Students who begin a licensure program in special education, mild intervention, in Fall Semester, 2002 (and thereafter) must fulfill these requirements. Mild intervention covers previous categories of MiMH and LD. These credit hours may be applied toward a master's degree if a student is successfully admitted to the graduate program, special education concentration. Those in Transition to Teaching, and who are not admitted to the Master's program, are considered non-degree students.

**Coursework and fieldwork must be taken together.**

When offered	Course	Level	Credit Hours
*Spr, 05, 06	ED480 Found. in Teaching Child. w/Differences	G	2
	ED492 Special Education Law (On-line course) (Must be taken with ED480)	U/G	1
*Spr, 05, 06	ED491 Behavior Mgt. In Inclusive Classrooms	U/G	2
	ED491A Field experience for selected developmental school age	U/G	1
Sum I, 04, 05	ED583 Characteristics of Child.	U/G	2

	Needing Mild Inter.		
	ED583A Field experience for selected developmental school age	U/G	1
Sum II, 04, 05	ED584 Strategies Teaching Child. Needing Mild Inter.	U/G	2
	ED584A Field experience for selected developmental school age	U/G	1
Fall, 04, 05	ED490 Assessment for Exceptional Children	U/G	2
	ED490A Field experience for selected developmental school age	U/G	1
Fall, 04, 05	ED408 Problems in the Teaching of Reading	U/G	3
Spr, 05, 06	ED479 Coll. & Comm. in Special Education	U/G	2
	ED479A Field experience for selected developmental school age	U/G	1
Sum I, 04, 05, 06	ED589 Practicum Teaching and Portfolio Development.	G	2
	ED589A: Teaching Seminar	G	1
	<p>(ED589/ED589A cannot be taken until all coursework and field experiences have been satisfied. These are the last credit hours before licensure. Students should be taking their Praxis II examination in Special Education knowledge and skills during this time. The 3 credit hours in Spring, 05, is a lighter load because you will be collecting, organizing, and building your teaching portfolio during this time. Those students currently teaching special education on a limited license may be exempt from these credit hours, at the discretion of fieldwork competency and passing Professional Praxis scores; we are currently awaiting a decision on this from the Indiana Professional Standards Board (IPSB). Additionally, we are currently awaiting a decision by the IPSB if Emotional Disorders would be included in the mild intervention licensure area.)</p>		

**\* Students who enter the program “out of cycle” may have to catch up with coursework by taking extra hours, depending on when they wish to finish. However, this sequence will not change.**

**Please note: Currently, those seeking intense intervention licensure must first earn a mild intervention licensure. Butler University does not offer an intense intervention program.**

### **Frequently Asked Questions**

**Q: I want to get an elementary license. Butler offers this license through a traditional undergraduate preparation program. The law says that Butler has to offer Transition to Teaching licensure for their elementary, middle, and secondary programs. Why can't I get an elementary license through Transition to Teaching at Butler University?**

A: In order to efficiently offer a good Transition to Teaching licensure program with limited, existing resources, Butler has joined Franklin College, Marian College, and the University of Indianapolis in forming a consortium called Indiana T.E.A.C.H.E.R. Through this consortium, licenses are offered to qualifying students from private colleges and universities in the Indianapolis region. If you are interested in elementary education, please contact Marian College. For middle and secondary programs, please contact the University of Indianapolis or Franklin College. Butler only offers special education, mild intervention, through Transition to Teaching.

**Q: What is meant by “mild intervention” in the area of special education?**

A: Mild Intervention is interpreted to mean serving students with disabilities who need intermittent or limited academic and/or social/behavioral support. This support can be delivered in the general education classroom, called inclusion, or in a resource room, when a student is pulled out to work in areas of academic or social/emotional challenge. Self-contained classrooms or alternative schools would serve students who need more intensive intervention.

**Q: What are the Praxis I and Praxis II examinations and where do I take them?**

A: Praxis I tests basic skills in Reading, Writing, and Math. Indiana requires students to achieve scores at or better for the following: Reading 176, Writing 172, and Math 172. Students must achieve these scores (or better) for each category in order to be licensed. If a student fails to achieve a minimum score, the test category can be taken again. For students who already have an Indiana teaching license in another area (excluding a limited license), Praxis I is not required for Transition to Teaching, special education mild intervention license. All students who do NOT have an Indiana license must take Praxis I. Both tests are administered by computer at Prometric Testing Center, Indianapolis West Center, 77 South Girls School Road, Indianapolis (317-486-4541) OR Woodfield Center – Indianapolis North, 2727 East 86th St. (317-257-7546). If you prefer to take Praxis I by paper and pencil, please contact ETS at [www.ets.org/praxis](http://www.ets.org/praxis) for this

information. There is a charge for Praxis tests, and students must schedule a time to take the Praxis I and Praxis II. Students should take and pass Praxis I as soon as possible.

*If Praxis I is not passed at or before completion of 12 credit hours, the student cannot advance in the Transition to Teaching program until it is passed.* Since Praxis I tests for general knowledge at a basic level, failure to pass this test raises a concern in academic competency in basic skills as well as fitness for the rigors of this program. Therefore, Butler University will not allow you to take additional credit hours until basic competency is satisfied through passing all three categories of Praxis I according to state criteria.

Praxis II assures your competency in special education mild intervention. Under Rules 2000 Special Education License, candidates need to take 2 Praxis tests: 1) Special Education: Core Principles Content Knowledge (Code 0353) and receive a score of 150 or higher AND 2) Exceptional Needs: Mild Intervention (Code 0542) and receive a score of 156 or higher. This is a licensure requirement, and students should plan to take this test during the last semester of their coursework. These tests can be retaken until competency scores are achieved. There will be a charge for all Praxis II tests and is paid by the student.

Since these are specialty tests, candidates must determine when these tests are given and plan accordingly in order complete their licensure according to their timetable.

**Q: I work during the day. Will I have to miss work to take a class?**

A: Probably not. Transition to Teaching graduate courses are held at night. For fieldwork assignments, your professor will ensure you have a placement that provides opportunity to do your required work if you are not currently teaching on a limited license.

**Q: Will I have to take more than 24 credit hours?**

A: It is possible some students will be required to take additional coursework, especially if experiences and/or undergraduate work indicate deficits in child development, psychology, or in social/behavioral sciences. Some students may also be required to take a course in instructional technology, if technology skills are limited or completely lacking. Each student's transcript, background, and letters of recommendation are evaluated to ensure basic competencies indicating fitness for teaching. Some students may need fewer than 24 credit hours. Students may have previous graduate work that satisfies course content and experiences. Those having a limited license and are continuously working in special education classrooms may qualify to have their final practicum satisfied through various measures indicating competency in teaching demonstrating knowledge, dispositions, and performances. Such decisions are made on a case-by-case basis.

**Q: Can my Transition to Teaching credit hours be applied toward a Master's degree in Education at Butler?**

A: Yes, if you meet the requirements to be fully admitted to Butler's Master's for Effective Teaching and Leadership degree program, you can apply your Transition to

Teaching credit hours IF you choose the Special Education strand of the program. Other strands may accept some of the hours, on a case-by-case basis. If you are admitted on a conditional basis, it is the discretion of your advisor concerning the number of hours that will be accepted toward your master's degree. In general, no grades of "C" or below are usually accepted from a non-degree basis for application to a degreed program. If you are interested in a master's degree, you should apply for the program near completion of 12 credit hours as a non-degree Transition to Teaching student if you want these hours to count toward your degree. After achieving 12 credit hours, any hours earned after this time as a non-degree student is at the discretion of the Graduate Committee regarding their application toward your degree. Additionally, you should plan to finish your master's degree within the five-year time frame.

**Q: Am I eligible for financial aid when doing a Transition to Teaching program?**

A: Students are encouraged to contact the Office of Student Financial Aid sooner rather than later if they plan to do a Transition to Teaching program. Financial aid can come from several sources, and the staff who work in this office can best advise you. Since you will be admitted as a non-degree student for a Transition to Teaching license program, opportunities for traditional sources of financial aid are quite limited. There are more sources for financial aid for students enrolled in a degree-seeking program. Due to privacy issues, professors cannot help you with any financial aid problems.

**Q: Is this a cohort program? What happens if I have to drop out for a semester?**

A: This is called a "porous" cohort program because all the required courses are not offered every semester, but students do not have to go lock-step through the program. Sometimes additional sections of a course are offered as demand requires, but students should not plan on this happening. If you need to drop out of the cohort for a period of time, your advisor can help you plan to get back on track, which may require a heavier load or joining another cohort for a period of time. It is the aim of the program to have students finish in two years, or less. Independent studies will not be an option with this program unless there is a scheduling conflict caused by Butler that disrupts the sequence.

**Q: What are "Professional Letters of Recommendation?"**

A: Three professional letters of recommendation for Transition to Teaching special education mild intervention are needed for your admittance file. These letters should be written by professionals who know your work, your commitment to education and exceptional children, and your ability to succeed in a "fast-track" teacher education program. The letters should address your knowledge, skills, and dispositions for teaching exceptional children. You may want to solicit letters from teachers, administrators, former supervisors, parents of exceptional children, professors, or peers in closely aligned professional organizations. These letters are part of your application materials consisting of a formal Butler application as a non-degree student, official transcripts from all undergraduate colleges/universities, and your Praxis I scores (if you have taken the Praxis I). A copy of your teaching license, if you are a licensed teacher or on a limited license, is helpful but not required for admittance.

**Q: Is there a deadline for applications to this program?**

A: Since this is a porous cohort, Butler would like all those who want to Transition to Teaching to have their application materials submitted no less than four weeks before a new semester is due to begin. If a student would like to begin Summer I, the deadline would be April 15th. Students for this program will not be interviewed unless there are questions about application materials. Letters will be sent to each student indicating acceptance into the program and if any deficiencies need attention. If students would like to schedule an interview regarding deficiencies, they may do so at this time.

**Q: Will Butler help me find a job after completing the program?**

A: You will be able to use the career planning services offered by Butler University. You will also have a self-managed credential file and professional portfolio demonstrating competencies in the ten teaching standards. You will have access to opportunities for employment, just as any other Butler student would have. However, Butler University cannot guarantee you a job at the end of your program. We can provide strategies to use as you look for your teaching job.

**Q: I am worried I may begin this program and then have to drop out for awhile due to family needs. How long until I will lose my credits?**

A: It depends on how long you are out of the program. The purpose of Transition to Teaching is to provide students an efficient and focused teacher training program that is sequential and concentrated. It would be difficult to drop out of the program for more than two semesters and be able to recapture learned skills with the necessary momentum. Joining a Transition to Teaching program requires careful consideration of your upcoming job and family responsibilities for about 18 months. Even though we all have unforeseen happenings in our lives, it is important for you to consider this as a career move and plan accordingly.

**Q: I only have a 2.30 GPA but have taken graduate courses at another university and have received As and Bs for 9 credit hours. Will this satisfy the state GPA undergraduate requirement indicating that I am capable of doing graduate level work?**

A: There is no provision in the state admission standards that allows colleges and universities to consider GPA from graduate level work. It is possible this may change in the future, but for now, a graduate course transcript GPA cannot be considered as an alternative means to meet the state GPA requirement. Equally, there is no provision for admission by showing competence using supervisor evaluations given to those on limited license.