

Master of Arts in Teaching (MAT)

TEACHER CANDIDATE AGREEMENT

(Revised August 2023, for students beginning Art Education coursework Fall 2023 - 2 year Program)

Candidate
Initials

_____, has enrolled in the Master of Arts in Teaching (MAT) program at the School of the Art Institute of Chicago (SAIC) and has received the MAT Program Guide.

PROGRAM INFORMATION AND POLICIES

- **Illinois State Board of Education (ISBE) – State Approved Program:** Teacher candidates understand that the MAT program meets the current requirements for the Illinois PK-12 Initial Visual Arts Teaching License. Although SAIC’s MAT teacher preparation coursework often meets the licensure requirements for other states and countries, SAIC cannot guarantee absolute reciprocity between the Illinois license and out-of-state districts. If teacher candidates are interested in teaching in other states outside of Illinois, they are responsible for reviewing licensure requirements in other states before program completion, and may contact the SAIC Licensure Specialist for assistance.
- **Program Completion Timeline:** Candidates have a maximum of four years from the time they enter the MAT program to complete the program (including time off for leaves-of-absence.) Teacher candidates must meet the State of Illinois licensure requirements in the year in which they are graduating and seeking licensure.
- **Successful Completion of SAIC Coursework:** In addition to following all SAIC graduate academic and administrative policies and guidelines regarding retention and dismissal (see *SAIC Bulletin*), candidates must receive “Credit” (CR) to indicate successful completion of each course required for the MAT program. Teacher Candidates will be evaluated on their coursework at the midterm and end of each semester using the Art Education Coursework Evaluation Form.
- **If a candidate receives “No Credit” (NC) for any required MAT course, the candidate must take that course again. The candidate will be placed on departmental probation for the remainder of the program. Any subsequent NC for any required Art Education course will result in the candidate being dismissed from the program.**

- SAIC Teacher Candidate Dispositions: As required by the Illinois State Board of Education, the SAIC Art Education Program has identified a set of dispositions that are aligned with our departmental values and with the values of the School of the Art Institute. Teacher candidates must consistently demonstrate these SAIC Teacher Candidate Dispositions online, in SAIC classes and at school placements, with faculty, peers, mentor teachers, PK-12 students, school personnel and school administrators.
 - *Candidates who do not demonstrate SAIC Teacher Candidate Dispositions will be asked to meet with members of the SAIC Teacher Education Committee to discuss remediation and may be recommended for dismissal from the program.*

International Students Only: Curricular Practical Training (CPT) Form: International students are required to meet with SAIC International Student Services to complete authorization paperwork before registering for off-campus fieldwork. The International student cannot start ARTED 6190 Practicum: Elementary and Secondary Experiences or ARTED 6900 Apprentice Teaching until they receive CPT authorization on their I-20 from International Affairs. For more information about CPT, contact the Student Financial Services Office:
<https://saic.my.site.com/sfshelp/s/>.

1) TRANSITION POINT ONE: ADMISSION TO THE PROGRAM

- Congratulations and welcome to the program! You are now an official SAIC Teacher Candidate!

2) TRANSITION POINT TWO: BEGIN ART EDUCATION COURSEWORK AND SCHOOL OBSERVATIONS

- Chicago Public Schools (CPS) Field Experience Registration & Fingerprinting: All teacher candidates must complete a CPS online registration form and fingerprint-based background check at the beginning of the teacher preparation program in order to complete observation hours during any courses which involve visits to schools as well as the Practicum and Apprentice Teaching Sequence. CPS receives the results of this background check directly from Accurate Biometrics. The Licensure Specialist will notify you to begin this process shortly after your official acceptance to the program - The due date will be determined and announced.

No teacher candidates will be allowed to enter or observe classrooms where minors are present until the Chicago Public School district has approved the background check. The background check will cost approximately \$53 dollars. If the results of

the background check do not meet CPS district's standards, the teacher candidate will be dismissed from the teacher preparation program.

- Other School Districts Student Teaching Registration, Fingerprinting and Tuberculosis (TB) Test: Teacher candidates must meet the requirements of each district in which they will do Practicum and/or Apprentice Teaching. Contact the SAIC Placement Coordinator to learn the requirements regarding registration, background checks, and health certificates required at each district's placement. Teacher candidates are responsible for any fees associated with additional background or medical checks.
- DCFS Mandatory Reporter: Teacher candidates will complete the Illinois Department of Human Services Mandated Child Abuse Reporter online training at the beginning of the teacher preparation program. Teacher candidates must submit a copy of the "Certificate of Completion" from the training and sign a copy of the "Acknowledgment of Mandated Reporter Status" form. Both items are due to the Licensure Specialist by the end of the second week of the first semester of the teacher preparation program. The Licensure Specialist will notify you to begin this process shortly after your official acceptance to the program - The due date will be determined and announced.

3) TRANSITION POINT THREE: TO BEGIN PRACTICUM: (ARTED 6190)

- Register for Visual Arts Content Test #214: Candidates must provide proof of registration for the ILTS Visual Arts Content Test #214 to the Licensure Specialist by March 31st of the second semester of the MAT Program in order to register for ARTED 6190 Practicum and to be eligible to have school placements confirmed by the Art Education Placement Coordinator.
- Complete Required SAIC Core Coursework: Teacher candidates must complete all first year SAIC Art Education Teacher Preparation Coursework for their degree program: ARTED 5015, ARTED 5021, ARTED 5105, ARTED 5200, ARTED 5900, ARTED 5125, ARTED 5011.
 - *Candidates who fail to successfully complete Practicum prerequisites will meet with the SAIC Teacher Education Committee who will review the concerns and determine whether the candidate should re-enroll in a course, take leave of absence, or be dismissed from the program.*
- Dispositions: Candidates must exhibit SAIC Teacher Dispositions consistently demonstrating these through behavior and in academic and artistic work, prior to entering into ARTED 6190 Practicum: Elementary and Secondary Experiences.
 - *Candidates who do not demonstrate SAIC Teacher Candidate Dispositions will be asked to meet with members of the SAIC Teacher Education*

Committee to discuss remediation and may be recommended for dismissal from the program.

- Placement for Practicum & Apprentice Teaching: The SAIC Placement Coordinator identifies high quality deal learning experiences schools in the Chicagoland area, matching teacher candidates with school sites and mentors. Final selections depend on site availability, the candidate’s interests, knowledge and artistic practices, logistics and district regulations. Candidates will be contacted by the SAIC Placement Coordinator some time in your first and second semesters of the MAT Program to start the placement process by filling out the “New Candidate Survey”. Final decisions regarding student teaching sites are made by the SAIC Teacher Education Committee. Teacher candidates are not allowed to personally make arrangements with schools or teachers as this violates the rules of procedures in most districts in Chicagoland.

4) TRANSITION POINT FOUR: TO BEGIN APPRENTICE TEACHING (ARTED 6900)

- Complete Required SAIC Core Coursework: Candidates must complete all required SAIC Core Art Teacher Preparation coursework for their degree program before beginning apprentice teaching. ARTED 5015, ARTED 5021, ARTED 5105, ARTED 5200, ARTED 5900, ARTED 5125, ARTED 5011, ARTED 6190, ARTED 6100.
 - *Candidates who fail required Art Education courses will undergo a review by the SAIC Teacher Education Committee who will determine whether the candidate should re-enroll in a course, take a leave of absence, or be dismissed from the program.*
- Pass Visual Arts Content Test #214: Candidates must have a passing score on the ILTS Visual Arts Content Test (#214) by November 15th of the third semester in order to register in ARTED 6900 Apprentice Teaching. According to Illinois law, candidates will not be able to apprentice teach until they have passed this test.
 - *If a candidate does not pass by the deadline, the SAIC Teacher Education Committee will develop a remediation plan, determine whether the candidate should take a leave from the program or develop a new graduation plan.*
- CPS Student Teaching Registration, Fingerprinting and Tuberculosis (TB) Test: Teacher candidates will complete another online registration, TB test, *(and may be required to complete a second fingerprint-based background check)* during the third semester. CPS Student Teaching Registration opens in early September. The Licensure Specialist will contact you when registration is open.

- Other School Districts Student Teaching Registration, Fingerprinting and Tuberculosis (TB) Test: Teacher candidates must meet the requirements of each district in which they will complete Practicum or Apprentice teaching. Contact the SAIC Placement Coordinator to learn the requirements regarding registration, background checks, and health certificates required at each district's placement. Teacher candidates are responsible for any fees associated with additional background or medical checks. _____
- Dispositions: Teacher candidates must consistently demonstrate SAIC Teacher Candidate Dispositions prior to beginning ARTED 6900 Apprentice Teaching. _____
 - *Candidates who do not demonstrate SAIC Teacher Candidate Dispositions will be asked to meet with members of the SAIC Teacher Education Committee to discuss remediation and may be recommended for dismissal from the program.* _____
- Practicum Attendance: Candidates must meet the SAIC Teacher Education Program guidelines for ARTED 6190 Practicum: Elementary and Secondary Experiences attendance. Attendance in Practicum is verified by the candidate's Mentor Teacher and submitted to SAIC Faculty Supervisor. _____
- Practicum Curricular Objectives: Candidates must demonstrate successful acquisition of the range of knowledge, skills, and pedagogical practices taught during ARTED 6190 Practicum: Elementary and Secondary Experiences. Candidates are assessed by and receive critical feedback from SAIC Faculty Supervisors, Mentor Teachers and peers on lesson plans, teaching portfolios, research presentations, artwork, classroom teaching, and candidate reflections and self-evaluations. _____
- Practicum Teacher Candidate Evaluation: During Practicum candidates were observed while teaching. Candidates were formally assessed once by their Mentor Teacher and once by their SAIC Faculty Supervisor, using the SAIC Practicum/Apprentice Teaching Assessment form. Each Mentor Teacher and Faculty Supervisor rate the teacher candidate on a scale from 1 to 5 (1 = Unacceptable; 2 = Weak; 3 = Satisfactory; 4 = Highly Proficient; 5 = Exceptional) in the eight assessment areas (Prepared, Critically Engaged, Motivating, Communicative, Professional, Reflective, Fair, and Responsible) that correspond to the dispositions described in the Unit's conceptual framework. In the Summative Assessment, MAT candidates must receive a 4 or higher. _____
- *Candidates who fail to successfully complete any part of Practicum: SAIC Teacher Education Committee reviews candidates during and at the conclusion of Practicum. The committee meets with candidates who fail to successfully complete any part of Practicum. The Committee will review concerns and recommend if the candidate should either continue in the program with a* _____

remediation plan, take a leave of absence from the program with a remediation plan for reinstatement, or be dismissed from the program.

5) TRANSITION POINT 5: GRADUATING – DEGREE COMPLETION

- **Complete Required SAIC Core Coursework:** Before graduating, candidates must complete required Art Education coursework: ARTED 5015, ARTED 5021, ARTED 5105, ARTED 5200, ARTED 5900, ARTED 5125, ARTED 5011, ARTED 6190, ARTED 6100, and ARTED 6900.
- **Dispositions:** Candidates must have exhibited SAIC Teacher Dispositions consistently demonstrating these through behavior, academic, and artistic work throughout their program.
 - *Candidates who have not demonstrated SAIC Teacher Candidate Dispositions will be asked to join a meeting with members of the SAIC Teacher Education Committee, who will present a remediation plan or recommend that the candidate be dismissed from the program.*
- **edTPA:** Beginning August 4, 2023 through August 31, 2025, the Illinois State Board of Education has passed an official licensure rule that edTPA will not be required for any candidate completing a Teacher Preparation Program. The Art Education Department will not require submission of edTPA during Apprentice Teaching. Candidates who are considering teaching outside of Illinois, may want to take edTPA in the event it is required by that state in the future. If any Candidate wishes to take edTPA during Apprentice Teaching, they will still receive faculty supervisor support. More information will be discussed during ARTED 6190 Practicum.
- **Apprentice Teaching Attendance:** Candidates must meet the SAIC Teacher Education Program guidelines for Apprentice Teaching attendance. Apprentice Teaching is verified by the candidate’s Mentor Teacher and submitted to the SAIC Faculty Supervisor.
- **Apprentice Teaching Curricular Objectives:** Candidates must demonstrate successful acquisition of the range of knowledge, skills, and pedagogical practices taught during ARTED 6900 Apprentice Teaching. Candidates receive critical feedback and are assessed by SAIC Faculty Supervisors, Mentor Teachers and peers on curriculum projects, teaching portfolios, research presentations, artwork, classroom teaching, and candidate reflections and self-evaluations.
- **Apprentice Teacher Candidate Evaluations:** During Apprentice Teaching, candidates were observed while teaching. Candidates were formally assessed twice by their Mentor Teacher and twice by the SAIC Faculty Supervisor, using the SAIC Practicum/Apprentice Teaching Assessment form. Each Mentor Teacher and SAIC Faculty Supervisor rate the teacher candidate on a scale from 1 to 5 (1 =

Unacceptable; 2 = Weak; 3 = Satisfactory; 4 = Highly Proficient; 5 = Exceptional) in the eight assessment areas (Prepared, Critically Engaged, Motivating, Communicative, Professional, Reflective, Fair, and Responsible) that correspond to the dispositions described in the Unit’s conceptual framework. In the Summative Assessment, MAT candidates must receive a 4 or higher.

- SAIC Teacher Education Committee reviews candidates at the conclusion of Apprentice Teaching and meets with candidates who fail to successfully complete any part of Apprentice Teaching to review concerns, develop a remediation and graduation plan with the candidate.

Candidates who are awarded the Masters of Art in Teaching (MAT), and meet all other regulations and rules of the ISBE (Illinois State Board of Education) are approved for licensure by SAIC’s Licensure Specialist and recommended to the ISBE for a State of Illinois Professional Educator License (PEL) endorsed to teach the Visual Arts in Pre-kindergarten through 12th grade.

6) TRANSITION POINT SIX: ILLINOIS EDUCATOR LICENSURE

- Complete All Program Requirements: Teacher Candidates must successfully complete all program requirements, and courses (including outstanding prerequisites) as specified in the MAT Program Guide.
- Dispositions: Candidates must exhibit SAIC Teacher Dispositions consistently demonstrating these through behavior, academic, and artistic work.
- Exit Interview: Candidates are required to meet with the Program Director for an exit interview and a final transcript analysis prior to recommendation for teacher licensure.
- Applying for Licensure and Timeline: Candidates are approved and recommended for the Professional Educator License (PEL) through a process called Entitlement in the ISBE’s ELIS system. Candidates are notified by an email from the SAIC’s Licensure Specialist with instructions for how to apply online in ELIS for their teacher license. The Entitlement email of instructions for applying for the PEL are generated for those who qualify within four weeks following either the official date of the BFAAE degree conferral date or when all other regulations and rules of the ISBE are met, whichever is later.
 - Educators are required to complete a program satisfaction survey in ELIS during the application process prior to receiving licensure.

- Recommendation for Licensure Expires after One Year: The requirements for licensure tend to change every few years. Thus, candidates who successfully complete the BFAAE program should apply for the Illinois teaching license as soon as their degree is conferred and regardless of their future teaching plans. The candidate's recommendation for teaching licensure will automatically expire one year after graduation. Failure to apply for one's teaching license within this time may render the Department of Art Education unable to recommend the candidate for licensure in the future.
- Declaration of Past Criminal History: When applying for a teaching license, the Illinois State Board of Education will require all applicants to declare the following: any convicted felony or if subject to any pending criminal charges for a felony; any sex, narcotics, or drug offense; charges of child abuse; and tax evasion. Applicants must also disclose whether they have had a teaching license denied, suspended, or revoked. Student loans in default, without an established repayment plan, must also be reported.
- Issuance of License: The PEL is issued immediately at the end of the online application and registration process after all requisite state license fees and county registration fees are paid with a credit card the candidate is authorized to use.

Questions about the licensure process should be directed to SAIC's Licensure Specialist.

Failure to meet requirements: The candidate's failure to meet any of these requirements and/or abide by these policies can result in a review of the candidate's status in the program and recommendation for dismissal from the program by the Teacher Education Committee.

I have read and reviewed the above information and understand all program requirements, policies, and procedures for the MAT program at SAIC.

Candidate Signature

Date