

Handbook for History Education and Social Science Education Students

Welcome to the Department of History and Political Science at Saint Xavier University! This handbook is designed to give you all of the information you need to complete a History Education or Social Science Education degree at the university. Therefore, we strongly urge you to read through the entire handbook with great care. You will also want to refer back to it frequently as you progress in your program over the next few years. Let your advisor know if you have any questions.

Students completing degrees in *either* History Education *or* Social Science Education will be certified to teach history, government, economics, geography, sociology, and anthropology, with a designation in history. A designation means that students will be able to teach AP courses in that particular discipline. Students who wish to earn a designation in additional subject areas must take the Illinois content exam(s) in those additional subjects. For more details on this exam, please refer to the section titled “Illinois Certification Testing System (ICTS) Content Exam” in this handbook.

Students should choose between these two programs of study based on their strengths and interests. The History Education degree allows for a larger number of electives in history, while the Social Science Education degree allows for a larger number of electives in political science, sociology, and anthropology. History Education students take the history senior seminar, while Social Science Education majors have a choice between the history and political science senior seminars.

Because social science education is a competitive field, students should pay particular attention to maintaining high grades, especially in their content-area courses. School administrators expect a strong academic performance in those subject areas from student teaching candidates and job candidates. All courses required for this degree must be completed with a grade of C or above. Moreover, you must achieve an overall SXU GPA of 2.5 to be admitted to the School of Education, and you will need to achieve a GPA of 2.5 in your major area of specialization to be admitted to student teaching. You will see both your current overall SXU GPA and GPA in your major area of specialization when you run your program evaluation on CLAWS.

If you are pursuing a degree in History Education, your major area of specialization includes the following coursework:

History Core (15 hours)

HIST 101, HIST 102, HIST 103, HIST 104, and HIST 230

History Electives (12 hours)

American History, European History, Non-Western History, and an additional 200/300-level history elective

(at least one of these electives must be a 300-level course)

Social Science Core (15 hours)

SOCSC 101, SOCSC 105, SOCSC 203, POLSC 101, and POLSC 102

Methods

HIST 200 and HIST 395

If you are pursuing a degree in Social Science Education, your major area of specialization includes the following coursework:

Social Science Core (15 hours)

SOCSC 101, SOCSC 105, SOCSC 203, POLSC 101, and POLSC 102

History Concentration (21 hours)

HIST 101, HIST 102, HIST 103, HIST 104, HIST 230, a 200/300-level HIST elective, and a 200/300-level Non-US HIST elective

Social Science Disciplinary Specialty (9 hours)

Nine hours in Political Science or Sociology and Anthropology, not including courses listed under the Social Science Core.

(at least one of the history or political science electives must be a 300-level course)

Methods (6 hours)

HIST 200 or POLSC 250; HIST 395, SOCSC 395, or POLSC 350

Program of Study

Plan to meet with your academic advisor at least once each semester to discuss your program of study. Meeting regularly with your advisor will help prevent an oversight that might postpone your expected graduation date because of a missed deadline, requirement, or prerequisite. If you do not know who is assigned to be your advisor, email Pat Ade at ade@sxu.edu. You can also ask her to change your advisor at any time. Before meeting with your advisor, be sure to evaluate your program on CLAWS and create a tentative course schedule for the next semester. You will also want to read through the relevant School of Education handbooks located at <http://www.sxu.edu/Academic/Education/handbooks.asp>. Remember, your program of study is ultimately your responsibility.

When preparing your course schedules, remember that the following courses are offered only once an academic year:

Illinois History (HIST 230), offered each fall

Economics for Secondary Teachers (SOCSC 105), offered each fall

Social Scientific Thinking (SOCSC 203), offered each spring

Methods of Teaching History and Social Studies in Middle and Secondary School (EDU 378), offered each fall

For maximum success, we recommend that you do not take HIST 230 or SOCSC 203 until your junior year. We also recommend that you do not take EDU 378 until the final fall semester before you student teach.

First Year:

During your first year at SXU, plan to take a number of classes meeting core requirements for the university's general education plan, giving priority to those classes required for admission to the School of Education (SOE). If you decide to switch majors, these core requirements will still be part of your new program of study. The following core requirements are required for admission to the SOE: Freshman English, COM 101, college-level mathematics, and a biological or physical science with a lab. You are also required to complete six semester hours from the following options: History 103 or 104, Political Science 101, Social Science 101, Psychology 101, or the Health and Physical Development elective.

In addition, if you are majoring in History Education, be sure to take at least two of the required 100-level history courses. You will not be able to enroll in Historical Methods (HIST 200) until you have met this prerequisite. If you are majoring in Social Science Education, be sure to take at least two of the required 100-level history courses if you are planning to take Historical Methods (HIST 200) or the two required 100-level political science courses if you are planning to take Political Science Methods (POLSC 250). You will not be able to enroll in your required methods course until you have met this prerequisite. All required courses must be completed with a grade of C or above.

Do not take 200-level courses during your freshman year, and do not take EDU 300 during your freshman year.

Second Year:

We highly recommend that you take your methods course (History 200 or POLSC 250) during your sophomore year. You will not be able to enroll in 300-level research seminars until you have successfully completed this prerequisite with a grade of C or above.

You should also take EDU 300, along with at least one other education course (EDU 202, EDU 323, or EDU 377), since you will need to complete this course with a grade of C or above before being admitted to the SOE. You will not be allowed to enroll in Level II education courses until you have been admitted to the SOE.

You should register for the Illinois Certification Testing System (ICTS) Basic Skills test if you have not passed it during the previous four years. You are required to pass the Basic Skills test for admission to the SOE. For more details on this exam, please refer to the section titled “Illinois Certification Testing System (ICTS) Basic Skills Test” in this handbook.

If possible, you should apply for admission to the SOE before the end of your second year. For more information on the application process, please refer to the section titled “Applying for Admission to the School of Education” in this handbook.

You should take one or two upper-division electives. Remember that some of these electives will also satisfy general education requirements. For example, an African American history course will also satisfy one of the diversity requirements for General Education, and a Non-U.S. history course might satisfy a Global Studies requirement or Foreign Culture requirement. Keep these factors in mind when choosing electives. Because the History Education and Social Science Education curriculums already require 4 ½ years of coursework, it is important to take upper-division electives that satisfy both general education and major requirements when possible.

If you are majoring in History Education, you will take four upper-division electives, according to the following distribution:

- One American History
- One European History
- One Non-Western History
- One additional 200/300-level history course

At least one of the above courses will need to be at the 300-level (a research course). You will not be able to register for a 300-level course until you have successfully completed Historical Methods (HIST 200) with a grade of C or above. It is highly recommended that you take one or two 200-level history courses before taking your 300-level history elective.

If you are majoring in Social Science Education, you will take five upper-division electives, according to the following distribution:

- One 200/300-level history course
- One 200/300-level non-US history course
- Three 100/200/300-level sociology or anthropology courses

OR

- Three 200/300-level political science courses

At least one of the above history or political science courses needs to be at the 300-level. You will not be able to register for a 300-level course until you have successfully completed your methods course (HIST 200 or POLSC 250) with a grade of C or higher.

It is highly recommended that you take one or two 200-level electives before taking your 300-level elective.

During any one semester, be careful not to stack up too many 200/300-level electives or too many education classes that mandate observation hours. Observation hours require you to be in a secondary classroom during school hours. If possible, leave at least one day free of coursework so that you are able to complete your observation hours without a time conflict. Completing observation hours is not an excuse for missing class.

Transfer Students:

The department strongly recommends that you arrange a meeting with departmental faculty prior to the beginning of your first semester at SXU to ensure that you enroll in appropriate courses. A failure to do so may result in lost credit hours or delayed graduation. Therefore, contact the department chair by email to arrange a meeting with a faculty advisor prior to your first semester of taking courses at this institution.

Be sure to meet with your academic advisor in the History and Political Science Department during your first semester on campus. Because of the extensive requirements for these two degrees, transfer students have fewer options when arranging their schedules. Map out your remaining semesters and then discuss your two- or three-year plan with your advisor. It is important to plan ahead so that you will be able to complete your degree in a timely fashion.

If possible, take the Basic Skills test by the end of your first semester at SXU.

Complete the course requirements needed to apply for the SOE as soon as possible. Many of these requirements will transfer in from your previous institution, but probably not all. Use the “Evaluate Program” feature in CLAWS to find out what courses transferred into which requirements, and which courses you still need to take. If you suspect an error, contact your academic advisor. Most errors are easily corrected. Apply to the SOE as soon as possible. For more information on the application process, please refer to the section titled “Applying for Admission to the School of Education” in this handbook.

Take Historical Methods (HIST 200) or Political Science Methods (POLSC 250) as soon as you meet the prerequisite of two 100-level courses in the appropriate discipline. Typically, this will be during your first or second semester at SXU. You will not be able to enroll in 300-level research seminars until you have successfully completed your methods course with a grade of C or above.

Third Year:

During your third year, consider taking Illinois History (HIST 230) in the fall, Social Scientific Thinking (SOCSC 205) in the spring, and the required 300-level elective. Completing these courses by the end of your junior year is especially important if you are planning to student teach during the spring semester of your fourth year, although most students graduate during their fifth year.

We also recommend that you take Methods of Teaching History and Social Studies in Middle and Secondary School (EDU 378) during the fall semester before you student teach. The more content-area courses you complete before taking this course, the more successful you will be at completing the curriculum assignments and designing lesson plan units in the social sciences. If you are planning to student teach the spring semester of your fourth year, be sure to take Principles and Practice of Teaching in Middle and Secondary School (EDU 370) during your third year, so you will not be taking it the same semester that you take EDU 378. These two education courses each require 30 observation hours!

Furthermore, students must apply for student teaching a whole year in advance of the semester they wish to student teach. Thus, if you are planning to student teach during the spring semester of your fourth year, apply to student teach in the spring semester of your third year, a whole year in advance. For more information on applying to student teach, please refer to the section titled “Applying to Student Teach” in this handbook.

Fourth and Fifth Years:

You will take your senior seminar (HIST 395, SOCSC 350, or POLSC 350) during your final semester before student teaching. Your senior seminar is your capstone course, and it will require that you write an article-length research paper from primary sources. Avoid stacking up too many rigorous courses during the semester you take your senior seminar, and under no circumstances take 18 credit hours that semester without your advisor’s explicit permission. The department strongly recommends that students take no more than 15 credit hours that semester.

You will take Methods of Teaching History and Social Studies (EDU 378) during the fall semester before you student teach. Thus, because EDU 378 is only offered in the fall, you will take it during the fall semester of your fourth year if you plan to student teach either during the spring semester of your fourth year or the fall semester of your fifth year. You will take EDU 378 during the fall semester of your fifth year if you plan to student teach during the spring semester of your fifth year.

Consider taking the Illinois content exam at the beginning of your fourth year or during the semester you apply for student teaching. For more details on this exam, please refer to the section titled “Illinois Certification Testing System (ICTS) Content Exam” in this handbook.

You must apply for student teaching one year in advance of the semester you wish to student teach. If you plan to student teach during the fall of your fifth year, apply to student teach in the fall semester of your fourth year. If you are planning to student teach during the spring semester of your fifth year, apply to student teach in the spring semester of your fourth year. If you miss the deadline to apply for student teaching, you will not be able to student teach until the following semester. For more information on applying to student teach, please refer to the section titled “Applying to Student Teach” in this handbook.

Applying for Admission to the School of Education

Admission must be approved by the Office of Teacher Education before, and as a prerequisite to, enrollment in Level 2 coursework, including all teaching methodology courses.

Application Deadlines: All students must apply for admission to the SOE no later than the semester before they are scheduled to enroll in Level 2 coursework, including all teaching methodology courses. Applications for admission will be accepted according to the following deadlines:

Fall Admission

- March 1st for eligibility to register for Fall Level 2 courses during regular spring enrollment.
- April 1st for eligibility to register for Fall Level 2 courses during August.

Spring Admission

- November 1st for eligibility to register for Spring Level 2 courses.

Summer Admission

- March 1st for eligibility to register for Summer Level 2 courses.

The on-line application may be found at the following website:

<http://www.sxu.edu/Academic/Education/forms.asp>

Admission Requirements:

Basic Skills: a passing score on the Illinois Certification Test of Basic Skills within the previous 4 years (certification test dates, registration materials, study guides, and a practice diagnostic basic skills test are available at www.icts.nesinc.com)

GPA: a cumulative SXU grade point average of 2.5 or above

Pre-education Coursework: the following pre-education coursework, completed with grades of ‘C’ or above at SXU or at a transfer institution:

- Freshman English;
- COM 101;
- College level mathematics (3 sh);
- Biological or physical science with a lab (3 or 4 sh);
- 6 sh in HIST 103 or 104; POLSC 101; SOCSC 101 or PSYCH 101; or Health & Physical Development elective

Coursework in the Major: the following coursework in the major, completed with grades of 'C' or above at SXU or at a transfer institution:

- EDU 300 and one of the following education courses: EDU 202, EDU 323, or EDU 377
- 12 sh in the major area of specialization (at least 3 sh at SXU)

Criminal Background Investigation (CBI): authorization for the Office of Teacher Education to conduct the CBI during your first education course at SXU. Students who have not submitted the CBI authorization form and paid the required fee before applying for admission to the SOE can obtain the form and pay the fee in the Office of Teacher Education, G-200.

Departmental Recommendation: The SOE will request a departmental recommendation after you have submitted a completed application.

Essay: a 500-word essay submitted at the time of application.

Students who apply according to the established deadlines will receive a decision letter by email from the Office of Teacher Education and an official updated Education Plan identifying the coursework completed and the requirements to complete prior to student teaching. If a student has not met all admission requirements and been approved for admission to the School of Education by the established deadline, enrollment in Level 2 coursework will not be permitted.

All students admitted to the School of Education will receive an advisor in the School of Education. If you are unsure who your education advisor is, refer to your SOE admission letter.

Applying to Student Teach

The process and requirements for Admission to Clinical Practice (Student Teaching) include:

- * Minimum SXU GPA of 2.50 in the major area of specialization at the time of application for student teaching.
- * Submission of an online application for student teaching a year before student teaching begins: by January 15th for a Spring placement the following year, or by September 15th for a fall placement the following year. The online application for student teaching is at http://www.sxu.edu/soe/application_process.asp.
- * Minimum SXU cumulative GPA and SXU GPA in the major area of specialization of 2.50 at the start of student teaching.
- * Successful completion of all professional education courses except EDU 345 (Seminar), all general education courses, and all requirements in the major area of

specialization or in the area of concentration at the start of student teaching. A minimum grade of C must be earned in all courses.

- * Proof of passing the ICTS content-area tests (appropriate to major) at a time that assures reporting of results prior to the start of student teaching according to the deadlines established by the Office of Teacher Education.
- * Submission of the electronic LiveText portfolio to the Office of Teacher Education, and successful completion of an Educators Symposium the semester prior to student teaching. See your education advisor for questions about your LiveText Portfolio and the Educators Symposium.
- * Completion of all required health screenings.
- * Completion of all required field experience hours.
- * Submission of an updated CBI, if requested.

Fall student teaching candidates must complete the on-line application between September 1st and September 15th, one year prior to the fall semester they plan to student teach. The required paperwork must be submitted to the Director of Clinical Practice no later than October 1st.

Spring student teaching candidates must complete the on-line application between January 1st and January 15th, one year prior to the Spring semester they plan to student teach. The required paperwork must be submitted to the Director of Clinical Practice no later than February 1st. Candidates who miss the deadlines will have to wait until the following semester to apply.

Illinois Certification Testing System (ICTS) Basic Skills Test

Certification test dates, registration materials, study guides, and a practice diagnostic basic skills test are available at www.icts.nesinc.com.

A new test design and score reporting model will be implemented for the Basic Skills test beginning with the September 11, 2010 paper-based test administration and will be applicable to all paper-based and computer-based test administrations thereafter.

In the new Basic Skills test model, each subarea will be scored independently as a separate subtest and a passing score must be achieved on each subtest to complete the Basic Skills testing requirement. Subtests include Reading Comprehension, Language Arts, Mathematics, and Writing.

Examinees taking the Basic Skills test will have the opportunity to take all four subtests

each time they test. However, examinees will not be required to complete the subtest they have already passed. The score report for the Basic Skills test has been redesigned to indicate which subtests have been passed and when all four subtests have been passed.

Beginning January 12, 2010, examinees may attempt to pass the Basic Skills test a total of five times. Any previous attempts for the same test before this date will not count toward the five-time limit. Examinees will be able to re-take only the section(s) of the basic skills test that they did not pass. Please note though, each time you register to take a section of the test, it will count against the five-attempt limit. The new test code for Basic Skills is 300. Test scores from the previous Basic Skills test model (096) cannot be applied to fulfill passing requirements established under the new model.

Paper-based test dates and regular registration deadlines for the 2010-2011 academic year are as follows:

<u>Test Date</u>	<u>Registration Deadline</u>
11/15/10	10/01/10
1/08/11*	11/26/10
2/12/11	1/03/11
4/10/11	3/04/11
6/04/11	4/22/11
7/04/11	5/27/11

*Content Exam not available on this date.

Register online at <http://www.icts.nesinc.com/>. Also, visit this website if you would like information about late registration or computer-based testing.

The Learning Center, located in L-109B of the Warde Academic Center on the Chicago Campus, provides a limited number of workshops to help prepare students for the Basic Skills test. For more information, call (773) 298-3956.

Illinois Certification Testing System (ICTS) Content Exam

Certification test dates, registration materials, study guides, and practice diagnostic tests are available at www.icts.nesinc.com.

Students completing either the History Education or Social Science Education degree should register for Social Science: History (test #114). This test includes four subareas:

- I. Social Science Foundations
- II. History Common Core
- III. Historical Concepts and World History

IV. U.S. and Illinois History

If you are seeking a designation in an additional area besides history, then you will also register for the exam in that area. For example, a designation in political science, which validates you to teach AP government, would require passing Social Science: Political Science (test #117).

Paper-based test dates and regular registration deadlines for the 2010-2011 academic year are as follows:

<u>Test Date</u>	<u>Registration Deadline</u>
11/15/10	10/01/10
2/12/11	1/03/11
4/10/11	3/04/11
6/04/11	4/22/11
7/04/11	5/27/11

Beginning January 12, 2010, examinees may attempt to pass the Basic Skills test a total of five times. Any previous test attempts for the same test prior to this date will not count toward the five-time limit.

Register online at <http://www.icts.nesinc.com/>. Also, visit this website if you would like information about late registration or computer-based testing.

Endorsements

An endorsement provides certification in an additional discipline or area. Most endorsements require additional coursework and passing the Illinois content exam in the appropriate subject area.

We especially recommend that you receive a middle school endorsement, which only requires taking one additional class (EDU 359).

Furthermore, because positions in the social sciences are very competitive, you may wish to explore an endorsement at the secondary level, especially if you already have a large number of credits in a second field such as math, science, or a foreign language. Since degrees in History Education and Social Science Education already require lengthy programs of study, however, carefully consider the added cost and time before seeking an endorsement in an additional field.

Secondary Level Endorsements in an Additional Field – for grades 9–12 on a Type 09 or Type 10 Certificate

- Minimum 24 hours of college level coursework in the endorsed area:
 - Earned at any accredited 2 year or 4 year college or university

- Minimum 12 semester hours at the 200 level or above from a 4-year institution, including subject area methods if offered at SXU (as indicated in **bold** below)
- Earned with a minimum grade of ‘C’
- Documented on official transcripts submitted to the Office of Teacher Education for verification and submission to the Illinois State Board of Education.
- Passing score on the appropriate subject-area ICTS Content-Area Certification Test
- Exceptions to secondary-level endorsements in an additional field:
 - Bilingual Education: 18 hrs in 5 designated areas; Passing score on appropriate ICTS Language Proficiency Test
 - English as a Second Language: 18 hrs in 5 designated areas
 - Health Careers: 24 hrs; Passing score on the appropriate subject-area ICTS Content-Area Certification Test; Licensure in specific health field
 - Reading Teacher: 24 hrs covering 6 designated topics; Passing score on Reading Teacher or Reading Specialist Certification Test
 - Social Science and Science Designations
 - Social Science Designations include History, Geography, Economics, Political Science, Psychology, Sociology and Anthropology
 - Science Designations include Biology, Chemistry, Earth & Space Science, Environmental Science, Physics
 - First Designation
 - Minimum 32 hrs in social science or science courses, including 12 hrs in designation & coursework covering 2 other designations
 - Passing score on appropriate ICTS Content Area Certification Test for the designation
 - Additional Designation: Passing score on appropriate ICTS Content Area Certification Test for the designation

For further information on endorsements, please contact Larry Sondler, Director of Student Teaching and Certification Officer, at sondler@sxu.edu.

Contacts for History Education and Social Science Education Programs:

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