



DEVELOPING CHRISTIAN LEADERS

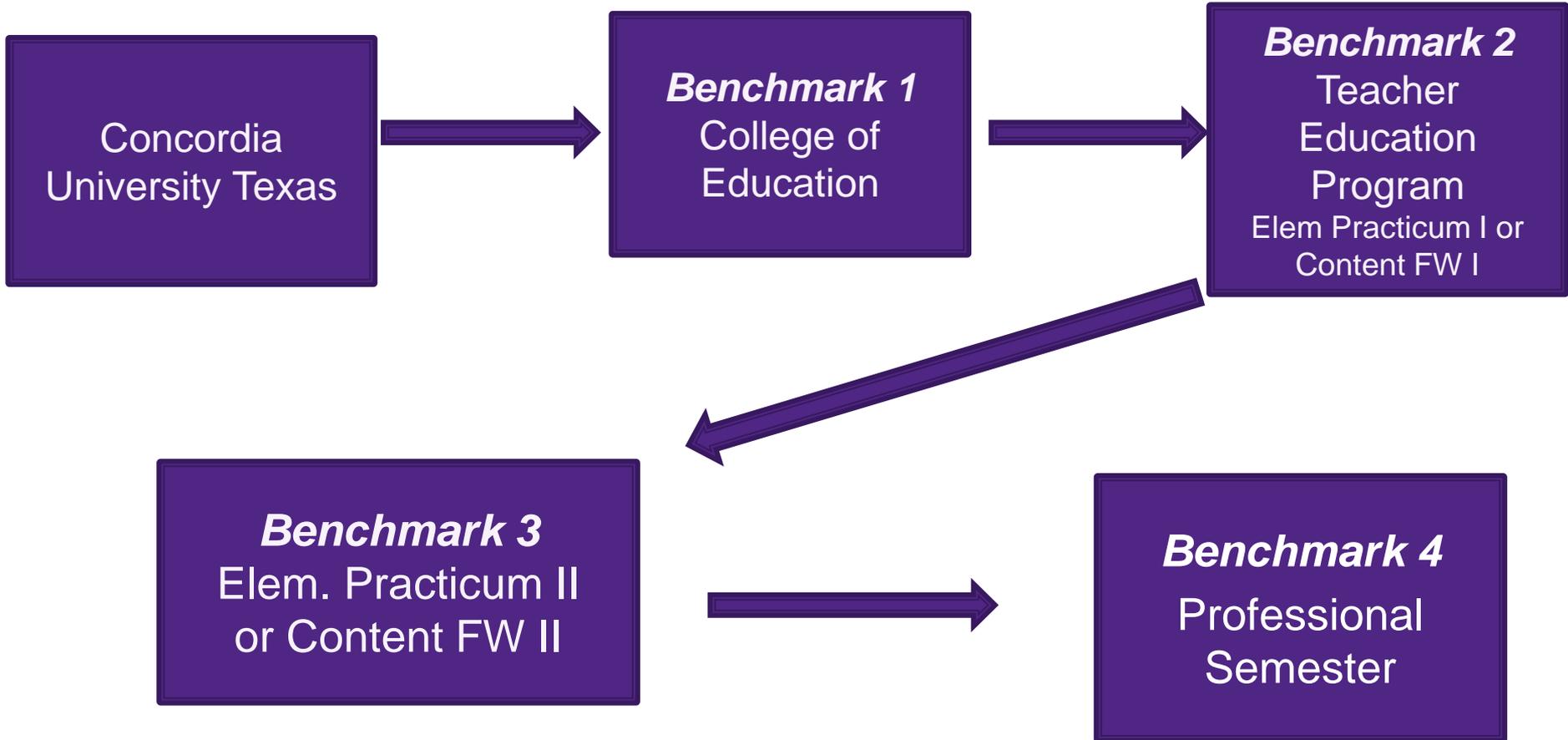
College of Education

Benchmark Process

Teacher Education
2020-2021



Benchmark Process



When do I apply?

- Benchmark 1 – After completing EDU 2201 Introduction to Education (Spring Freshman year or Fall Sophomore year)
- Benchmark 2 – Spring Sophomore year or Fall Junior year (before Practicum 1)
- Benchmark 3 – Spring Junior Year (During Practicum I and EDU 4101)
- Benchmark 4 – Fall Senior Year (During Practicum II)
- All due and processed after the fourth week of each semester (Fall/Spring)

How to locate & submit documents

- All assignments are posted in BBLearn (Certification Preparation course) along with directions and documents. Unless otherwise noted, these are uploaded into the course. **PDF's only!**
- Links for freeware and how to merge PDF's:
 - <https://www.freepdfconvert.com/#c259127643160513462456a9e1280bb9>
 - <https://www.pdfforge.org/pdfcreator>
 - <https://pdfmerge.w69b.com/>
 - <https://pdfsam.org/pdf-merge/>
- Up-to-date information is also located on the website:
 - <https://www.concordia.edu/academics/college-of-education/teacher-education-program/current-teacher-education-students.html>

Join the Certification Preparation Course in BBLearn

- Students enrolled in Introduction to Education are all given access to Certification Preparation, but need to join their program
 - Log into BBLearn with your ctx.edu account (<http://ctx.blackboard.com>)
 - Find Certification Preparation or use the link below:

https://ctx.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=6356_1&cmp_tab_id=11062_1&editMode=true&mode=cpview

Join the course in BBLearn

The screenshot displays the Blackboard Home Page interface. The left sidebar is yellow and contains a list of navigation items. The 'Join your program here >' item is circled in purple. The main content area is purple and grey, showing sections for 'My Announcements', 'My Tasks', and 'What's New'.

Home Page

Home Page

Add Course Module

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.

My Tasks

My Tasks:

No tasks due.

What's New

 Edit Notif

▶ **Assignments** (1)

▶ **Courses/Organizations** (1)

Last L

Success: Link Traditional Special Education edited.

Join your program here >

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾



Join the appropriate group for your program! ▾



Traditional EC-6 or 4-8 Elementary/Interdisciplinary (All Subjects) ▾

Join this group if you are in one of these programs

- Elementary School Curriculum program with a concentration in EC-6 or 4-8 (prior to 2018-2019)
- Interdisciplinary Studies with a concentration in EC-6 or 4-8 Core Subjects (beginning 2018-2019)



Traditional Content Curriculum (Middle School or Secondary) ▾

Join this group if you enrolled in one of these programs:

- Education - Secondary or Secondary School Curriculum or Middle School Curriculum and a major or concentration in English, Math, Science, SS, or History or Kinesiology (prior to 2018-2019)
- Content Curriculum major and a major or concentration English, Math, Science, SS, or History or Kinesiology (starting 2018-2019)



Traditional Special Education ▾

Join this group if your major is Special Education (enrolled Prior to 2018-2019 only)

Benchmark 1

- Read *Teacher Education Handbook* including Code of Ethics
- Declare **appropriate Education Major** and **Concentration** in Degree Works
- Maintain cumulative **GPA of 2.75+**
- Be in **good standing** with the University
- Submit 500 word **essay** – *Why I want to be a teacher*
- Submit Test prep Score (*50% or better) on Content Diagnostic Exam in 240 Tutoring
- Submit Application for admission to the College of Education via DocuSign – make sure all items are complete before submitting application

Access to 240 Tutoring

- Email Dr. Hannah Meineke or Professor Carol Trovall and request access when you are ready to take a test or work on tutorials (at least 5 hrs./WK).
- You will receive an email invitation to join. Whether it is a new account or a reactivated account you must accept the invitation in the email to access 240.
- Make sure to use your CTX email address to log in.
- Your access will be removed on the last Wednesday of the month if you have not logged in for two weeks.

Benchmark 2 Basic Requirements

- Pass Introduction to Education and upload
 - FW Log & Evaluation from Intro to Ed
 - FW Reflections from Intro to Ed
- Maintain GPAs 2.75+ (Overall and Content)
- Be in **good standing** with University & Dean of Students
- Be exempt or complete **Basic Skills** requirement (MTH/ENG)
- Complete at least 12 **content** hours (or 15 content hours if seeking math or science certification)
- Submit test prep scores showing **75%+** overall on Content Full-Length Practice Exam with no area below 60 in monitored setting (see TE website for test dates) – **Remember: 240 Tutorials must be completed prior to taking full length practice exam**

B2 Recommendation Forms

Request Recommendations - send form to

- 1 Content Prof (MTH, SCI, HIS, ENG)
- 1 Education Prof

The student will

- Access in BBLearn or on the website
- Download recommendation form
- Save as your last name (e.g. Smith_Recommendation)
- Email to the professors asking them complete

The professors will

- Complete and SAVE form
- Email form directly to address on form

This is the one document that you do not upload

B2 Interview & Application

- Interview with College of Ed faculty
 - Sign up via Sign-up Genius
 - Dress professionally
 - Be prepared to discuss
 - interests
 - strengths
 - views about teaching
 - Upload committee responses to BBLearn
- Submit Application for Admission to Teacher Education Program via DocuSign – make sure all items are complete before submitting application

Undergraduate Education Advisors

- Dr. Joanne Antrim, Elementary/Interdisciplinary advisor (EC-6 and 4-8, including all LTD)
- Professor Carol Trovall – Elementary/Interdisciplinary (EC-6 & 4-8) and Program Chair
- Dr. Hannah Meineke, Secondary/Content Curriculum Advisor (4-8 and 7-12) and Placement Director
- Dr. Clarissa Rosas – Special Education Chair
- Lallie Greinert – Student Academic Planner for Education
- Alison Chai – Certification Officer

Benchmark Reminders

- Start Now – Work Ahead
- Check BBL to make sure your documents upload correctly and look for feedback about problems with submissions
- Dispositions of a teacher and ethical educator practices are expected in all classes and considered by committee
- Documents submitted after the due date may not be considered in the review
- Incomplete applications cannot be processed and will have to be resubmitted when all documents are in
- Emails and conversations do not excuse students from uploading documents into BBLearn

In all of this, remember...

“One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our human feelings. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child.

Carl Jung