# UTP Student Handbook (2008-09)

## Table of Contents

1. [Introduction and Welcome to the UTP](#)
2. [UTP Vision, Mission and Guiding Principles](#)
3. [UTP Standards of Professional Conduct](#)
4. [Advising, Financial Aid, and other Student Support](#)
   a. The importance of the Advisor-Advisee communication
   b. Mandatory UTP Orientation
      i. Purpose and [Agenda](#)
      ii. Contact the Department to Sign Up
   c. Managing your Time and Money Needed to Successfully Complete the UTP
   d. [Financial Aid](#)
      i. [UTP Scholarships](#)
      ii. [Other Scholarships, Federal and State Grants and Loans](#)
   e. [Metropolitan State Student Success Support Services](#)
      i. [African American Student Services](#)
      ii. [American Indian Student Services](#)
      iii. [Asian Student Services](#)
      iv. [Chicano/Latino Student Services](#)
      v. [Disability Services Office](#)
      vi. [English as a Second Language Support Services](#)—Writing Center
      vii. [Gateway Student Services Center](#)
      viii. [Gay, Lesbian, Bisexual, Transgender (GLBT) Student Services](#)
      ix. [Information Technology Services](#)
      x. [International Student Services](#)
      xi. [Library and Information Media Services](#)
      xii. [Math Center--Tutoring](#)
      xiii. [Student Counseling and Career Services](#)
      xiv. [TRIO](#)
      xv. [Women's Services](#)
      xvi. [Writing Center--Tutoring](#)
      xvii. [Veterans](#)
   f. Requests to Change UTP Advisor
5. Seeking Admission to the UTP
   a. **UTP Guide to Undergraduate Admission: Criteria, Requirements, and Deadlines**
      i. Admission Application
      ii. Guide to Writing Admission Essay
      iii. Documentation of Field Experiences
      iv. Field Experience Recommendation Form
      v. Instructor Recommendation Form
      vi. Ethnic Studies Courses Approved for UTP Admission
   b. **UTP Guides to Post-Baccalaureate/Graduate Certificate Admission: Criteria, Requirements, and Deadlines**
      i. Persons with a Degree Only
      ii. Persons with a Degree and License seeking to add a license
      iii. Post-Baccalaureate/Graduate Certificate Admission Application

6. Required Coursework
   a. **How many credits do I need to complete my degree?** A Visual Overview of GELS, Major, and Licensure coursework
   b. **General Education-Liberal Studies (GELS)** university requirements
   c. **Urban Early Childhood Education** (B.S. for Birth-Grade 3 Licensure)
   d. **Urban Elementary Education** (B.S. for PreK-Grade 6 Licensure)
   e. Urban Secondary Education (for Grades 5-12 Licensure)
      i. **English Teaching** (B.S.)
      ii. **Life Sciences Teaching** (B.S.)
      iii. **Mathematics Teaching** (B.S.)
      iv. **Social Studies Teaching** (B.S.)
      v. **Graduate Certificate in Urban Secondary Education** (G.C.)
   f. **Course Descriptions**
   g. **Draft Long-Range Master Schedule of Which Semesters UTP Classes will be Offered**
   h. **Policies on Attendance, Grading, Incompletes**
      Policies on **Satisfactory Progress, and Remaining Admitted to the UTP and Appeals**
7. Required Field Experiences and Student Teaching
   a. **What is Urban?** Criteria with map for qualifying urban field experiences
   b. Pre-Admission and Post-Admission Field Experience Placements
   c. **Documentation of Field Experiences**
   d. Course-Related Field Experience Requirements, Student Teaching Options, and Checkpoints towards Student Teaching
      i. **Urban Early Childhood Education**
      ii. **Urban Elementary Education**
      iii. **Urban Secondary Education**
   e. **Guide Toward Student Teaching**
      i. **5 Steps Toward Student Teaching**
      ii. **Notification of Intent to Student Teach**
      iii. **Individualized Student Teaching Plan (ISTP)**
   f. Field Experience Expectations and Policies
   g. Criminal Background Checks
   h. Student Teaching Handbook

8. Graduation-Program Completion-Licensure-Employment
   a. **University Steps to Graduation**
   b. **UTP Guide & Checklists Toward Graduation, Program Completion and Licensure**
   c. **Should You Graduate before Student Teaching and Completing the UTP?**
   d. **UTP Guide Toward Exams Required for Licensure**
   e. **Rubric for Assessing UTP Standards-Based Electronic Portfolio**
   f. **Educator Licensing—Minnesota Department of Education**
   g. **Education Job Fair** (Typically in April of each year at the Minneapolis Convention Center. Register through Metropolitan State [Career Services Office](#))
9. Forms

a. UTP Admissions
   i. Undergraduate Program/Major Declaration forms
      (a) Urban Early Childhood Education—B.S. (College of Professional Studies)
      (b) Urban Elementary Education—B.S. (College of Professional Studies)
      (c) Urban Secondary Education
         i. English Teaching—B.S. (College of Arts & Sciences)
         ii. Life Sciences Teaching—B.S. (College of Arts & Sciences)
         iii. Mathematics Teaching—B.S. (College of Arts & Sciences)
         iv. Social Studies Teaching—B.S. (College of Arts & Sciences)
   ii. Undergraduate Admission Application
   iii. Post-Baccalaureate/Graduate Certificate Admission Application
   iv. Urban Field Experience Documentation form
   v. Field Experience Recommendation Form
   vi. Instructor Recommendation Form
   vii. Signature page for having read UTP Standards of Professional Conduct

b. Advising
   i. Advisor Preference form
   ii. Advising Log
   iii. Course Completion Worksheets
      1. Urban Early Childhood Education
      2. Urban Elementary Education
      3. Urban Secondary Education
         (a) English/Communication Arts & Literature
         (b) Life Sciences/General Science
         (c) Mathematics
         (d) Social Studies
   iv. Program Completion Worksheet by Semester
   v. Weekly Schedule Planning Worksheet
   vi. Praxis Exams Registration
      1. Registration for Test Takers with Disabilities
      2. Registration for Test Takers whose Primary Language is Not English
      3. Fee Waivers
   vii. UTP Praxis Exams Completion Worksheet
   ix. My Financial Plan for Completing the UTP including Student Teaching
   x. Registration Related Forms http://www.metrostate.edu/registration/forms.cfm
      including, but not limited to:
      1. Retroactive Drop/Registration Appeal Form
      2. Repeat Course Form
      3. Official Transcript Request Form
      4. Prior Competence Eval Proposal Form
      5. Student Designed Independent Study Proposal Form
c. Field Experience & Student Teaching
   i. Urban Field Experience Documentation form
   ii. Notification of Intent to Student Teach
   iii. Individualized Student Teaching Plan (ISTP) form
   iv. Course Completion Worksheets
       1. Urban Early Childhood Education
       2. Urban Elementary Education
       3. Urban Secondary Education
          (a) English/Communication Arts & Literature
          (b) Life Sciences/General Science
          (c) Mathematics
          (d) Social Studies
   v. Education MN membership (for teaching insurance)
   vi. Lesson Observation form
   vii. Overall Assessment of Student Teaching form

d. Graduation and Licensure
   i. Metropolitan State Declaration of Intent to Graduate form
   ii. Rubric for Assessing UTP Standards-Based Electronic Portfolio
   iii. MN Teaching Licensure On-Line Application

10. MN Board of Teaching Standards

a. Courses Aligned with MN Standards of Effective Practice (SEP)
   i. Urban Early Childhood Education Courses Aligned with SEP
   ii. Urban Elementary Education Courses Aligned with SEP
   iii. Urban Secondary Education Courses Aligned with SEP

b. Content Standards Alignment with Required Coursework
   i. Early Childhood Education
   ii. Elementary Education
   iii. Communication Arts and Literature
   iv. Life Science / General Science
   v. Mathematics
   vi. Social Studies