



THE UNIVERSITY OF UTAH

**The Center for Science
and Mathematics Education**

MfA Utah's SMART Program
Support and Mentoring for an Alternative Route to Teaching

Funded by:
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POLICIES AND PROCEDURES

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MfA Utah's SMART Program

Support and Mentoring for an Alternative Route to Teaching

Goal: To dramatically increase student achievement and content knowledge upon graduation in mathematics and science, by dramatically increasing the number of teachers with deep content knowledge and strong pedagogical skills throughout the state of Utah.

I. Recruitment

The Center for Science and Mathematics (CSME) and Math for America, Utah (MfA) websites will be the main vehicle for sharing information about SMART, professional development opportunities, and other information.

Also:

- Utah State University Math department websites.
- Utah schools, district offices and the curriculum office of USOE.
- Math departments of participating institutions, so as to attract students presently majoring in disciplines requiring strong mathematical preparation.

Through the math specialists in the participating school districts, and in our on-going professional development efforts (such as the Teachers' Circle at the U of U) we will encourage in-service teachers to consider mentoring and/or fellowships.

II. Admission

A. Candidate requirements:

- Strong mathematical background as evidenced by good performance in 18 credits or more of college mathematics starting with Calculus, Linear Algebra and Differential equations.
- A grade of 138 or better on the Praxis II (0061) exam,
- A letter explaining the candidate's interest in becoming a teacher, and making a commitment, if selected, to remain in the program for five years.

B. Interview by the MfA Utah SMART Committee

Fellows will be selected on the basis of their application materials and the recommendations of the MfA Utah SMART committee.

III. Post Admission

A. Background check

In order to complete school-based assignments and to work within the context of public schools you must complete fingerprint requirements and the affiliated background check. See criteria listed below.

Background Check for Initial Licensure: By legislative mandate, applicants for teaching licenses in Utah are required to have completed and passed a background check, including fingerprinting. Background clearance expires after 3 years, and may

need to be renewed during the program, in order to be recommended for a teaching license.

Criminal Conviction: Teacher licensure may be denied by the state of Utah because of previous criminal conviction. You must contact the Associate Dean for Professional Education of the College of Education before proceeding with your program in teacher licensure if you have any questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Office of Education, 250 East 500 South, Salt Lake City, Utah 84111, reviews all such cases.

Background Check Instructions: Complete a State & Federal Background Check required by the state. Please initiate this fingerprinting process at least one month prior to the deadline. Background checks expire after 3 years, and may need to be renewed in order to be recommended for your teaching license.

The link to obtain background check and fingerprinting instructions:
<http://www.schools.utah.gov/cert/other/Fingerprinting.htm>

Once you are on the USOE website, follow these instructions:

1. Go to www.utah.gov/teachers.
2. Select "Background Check" application and follow the prompts.
3. Select the "Live Scan" method for fingerprint processing.
4. A \$69 processing fee must be paid by credit card only.
5. Be sure to click on "Generate Form." Print this form and take it to the Bureau of Criminal Identification (BCI) to complete the fingerprinting process. Your fingerprints cannot be processed until you take this form to a Live Scan site! The BCI is located at 3888 W. 5400 S., West Valley City, UT 84119. They are open Monday-Thursday from 7:00 am to 6:00 pm.
6. An additional charge of \$15 must be paid at the BCI to complete your fingerprinting.

B. Registration

- Student will either register online through the University of Utah catalog or through AOCE, depending on the course. If registering through AOCE, students will receive a registration form either before, or on the first day of class. Forms are collected and hand delivered to AOCE office.
- Registration fees will be reimbursed with the original receipt.

IV. Program Benefits

A. Tuition

MfA Utah will cover all tuition costs for courses connected to the MfA Utah SMART Program.

B. Health Insurance

CSME will reimburse personal health insurance benefits, up to \$1,500/year. Fellows can select the insurance of their choice and bring in the necessary documentation

(i.e., receipts, statements) that itemizes coverage. If a fellow is covered through a spouse's or parent's insurance, CSME will reimburse the fellow's portion of that coverage.

C. Stipend

Fellows will receive the equivalent of a teaching assistantship (including benefits) at the institution they are attending (about \$18,000).

To receive the stipend, two forms will need to be completed:

- Scholarship/Fellowship - Fill out only Section A and sign.
- Direct deposit form

Forms are due on the 10th of the MONTH BEFORE the first semester starts.

The forms are available on the U of U website on the Grants and Contracts webpage: <http://fbs.admin.utah.edu/index.php/gca/gca-forms/>

E. Salary

After the first year of coursework, fellows will obtain a provisional teaching license and will find a job in a participating secondary school. Fellows will commit to remaining in that position for at least four more years. During this period, fellows will be compensated at the salary scale of a fifth-year teacher, with base salary coming from the district and the supplement coming from CSME. This amounts to up to an approximately \$6,000 subsidy of the starting salary, for each of these four years.

V. Program Requirements

A. First Year +

1) Licensure and Endorsement. During the first four semesters, fellows will follow a full-time course of study leading to provisional licensure and a level 4 math endorsement. The requirements for licensure at level 4 are:

- Mathematics content (beyond Calculus): linear algebra, differential equations, probability and statistics, foundations of algebra, foundations of geometry, introduction to analysis and one of: number theory, history of mathematics, capstone in mathematics teaching.
- Courses in methods of mathematics teaching.
- Eight semester courses in general pedagogy, including: inclusive classrooms, multicultural education, educational law, adolescent psychology, principles of assessment and data based decision making, principles of instruction and behavior support, and others.
- Praxis II (0063) exam with a grade of 159 or better by the end of first semester.

2) Classroom Observations and Student Teaching. During Fall semester 2011, fellows will spend 12 hours per week observing and working in their mentor's classroom. Fellow will chose two classes to attend throughout the year and will take over full teaching responsibilities for those classes Spring semester 2012. Remaining hours should be spent collaborating, planning, attending faculty meetings, parent teacher conferences, etc. In the event a class session needs to be missed, the mentor will be notified in advance and the absence will be recorded in the student teaching records.

3) Mentor-Fellow Meetings. In addition to the time spent in the mentor's classroom, fellows and mentors are required to meet for 2 hours per week to discuss observations and plan lessons. The Supervisor (Maggie) should be notified of the meeting schedule at the beginning of the semester as she will occasionally attend these sessions.

4) Cohort Meetings. Fellows are required to attend monthly cohort meeting throughout the academic year. The first year (2011-12) meetings are tentatively scheduled for May 31, Aug. 15, Sept. 12, Oct. 10, Nov. 7, Dec. 5, Feb. 6, March 5, and Apr. 2.

The intent of these meetings is to develop a professional learning community and therefore attendance of all participants is critical. The meetings will provide information on courses, professional development activities, time with mentors and an opportunity to share experiences with cohort members. Please inform Gwen if you cannot attend a meeting, unexcused absences may result in a stipend reduction.

5) Journal Reflections. Fellows are required to reflect on their experiences in a weekly online journal as part of their student teaching requirements. The journals will be housed at <http://uu-smart.wikispaces.com>.

6) Workshops. Fellows are required to attend two 1-day workshops throughout the academic year. These workshops are usually held on Saturdays and will be announced early in the semester.

Fellows are also required to attend one multi-week workshop at least once during their 5 years of participation in the MfA Utah program. These workshops may include the Park City Math Institute (<http://pcmi.ias.edu/program-sstp/>), the U of U Summer Workshop, or any workshop approved in advanced by program personnel. All expenses associated with these workshops will be covered by MfA.

7) Evaluation. Fellows are required to participate in all evaluation activities including pre- and post-tests, surveys, observations, interviews and focus groups. See below for more information on the evaluation process.

B. Succeeding Years

- Fellows will continue to take University courses until they qualify for full licensure and meet the requirements for the degree of MS in Mathematics (Teaching Emphasis).
- Fellows also continue to attend monthly cohort meetings, contributing to the professional learning community, sharing experiences and enhancing skills.
- Fellows and mentors will continue to meet on a monthly basis, and the mentor will visit the fellows' classroom twice per semester.
- Failure to meet the ongoing obligations of the program may result in a reduction or loss of the \$6,000 annual stipend.

VI. Evaluation and Accountability

A. Pre and Post Exams

The evaluation team will require a pre-test in the first semester of the program, and a post-test at the end of the licensure program. A comparison of the two sets of data will give one measure of the program's influence on teachers' knowledge. More information on these exams will be forthcoming.

B. Surveys

Online surveys will be distributed throughout the fellow's tenure in the program.

C. Onsite Classroom Evaluation and Interviews

On-site visits to classrooms will take place throughout the school year in order to observe the progression of the fellow's teaching effectiveness.