

***COLLEGE OF HEALTH SCIENCES***

***DEPARTMENT OF KINESIOLOGY***

2021-2022 Health & Physical Education Teacher Certification (HPE-TC) Handbook

**133 Years of Physical Education and Health at West Chester University**

**1889 – 2021**

**Department of Kinesiology Chair: Dr. Craig Stevens**

**Program Coordinator: Dr. Fran Cleland**

**Faculty:**

**Dr. Matthew Cummiskey**

**Dr. Liz Dlugolecki**

**Dr. Jenna Fisher**

**Dr. Beth Foster**

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INTRODUCTION

Congratulations and welcome! You have chosen to major in K-12 Health and Physical Education and learn to make positive contributions to students’ [health](https://www.shapeamerica.org/publications/products/health-literacy.aspx?hkey=d0a1fa0b-0dc6-4995-9168-96f6e3d8c168) and [physical literacy](https://www.shapeamerica.org/events/physicalliteracy.aspx). Within this program teacher candidates will gain content knowledge about the discipline of both health and physical education. Several of your major courses fuse these two subject areas and are called “school wellness” courses. As a teacher candidate you will also acquire pedagogical content knowledge, defined as the teaching skills you will need to successfully instruct K-12 students. All teacher candidates will also learn how to implement [Universal Design for Learning](https://www.understood.org/articles/en/understanding-universal-design-for-learning?utm_source=google&utm_medium=paid&utm_campaign=evrgrn-may20-edu&gclid=Cj0KCQjwxJqHBhC4ARIsAChq4au2z6NFHB92WYhtbO8bQWXwFFrmZvkFdKGBCntfWLBpervbEy1HWwkaAkSBEALw_wcB) for the purpose of differentiating instruction and also teaching students with disabilities. Additionally, teacher candidates will take activity classes which are designed for skill development as well as learning how to organize and implement best teaching practices within several different movement forms (game forms, dance, developmental gymnastics, and fitness). Each course within this program is designed to meet the National Standards for Initial Teacher Education in [Health Education](https://www.shapeamerica.org/accreditation/heteacherprep.aspx) and [Physical Education](https://www.shapeamerica.org/accreditation/peteacherprep.aspx?hkey=103bc087-516f-4d60-b95b-a3da31a12441) to ensure program quality and accreditation.

The Teacher Certification faculty welcomes you as you embark on this exciting journey. You will not be alone as you travel down this multiple year path. You will be joined by other students as well as the faculty and together we will complete this passage. During your time here at West Chester you will learn much, both in and out of the classroom. You will develop lifelong friendships. It is the faculty’s hope that your sojourn will provide you with the skill set you need to have a successful and productive life.

But right now, you are just beginning this journey. To help you make the most of your time here at West Chester, this **Student Handbook** has been developed. It is intended to provide you with information to assist you during your time here. It is your guide through the labyrinth of your degree program along with suggestions to help you prepare for your future career. Therefore, keep your Student Handbook throughout your association with the Department. It will help you plan your program and maintain a record of your progress toward the degree. Reading and following the Handbook’s guidelines does not guarantee an uneventful stay at West Chester, however, doing so will increase your chances of a less stressful, more successful academic experience. But, like the proverbial phrase “you can lead a horse to water but you can’t make him drink” this handbook is only helpful if you reference it. We, the faculty, trust that you will.

The K-12 Health and Physical Education program is one of two programs housed within the Department of Kinesiology. The other program is Exercise Science. The Department is one of six departments within the College of Health Sciences. The others are the Departments of Communicative Disorders, Health, Nursing, Nutrition, and Sports Medicine. The College is one of five Colleges that make up West Chester University. The University is one of 14 state-owned universities, all part of the Pennsylvania State System of Higher Education or PaSSHE.

**Please note:** This Handbook surveys the academic programs, policies and procedures in effect at the time of its last update. Linked here is the current [University Catalog](https://catalog.wcupa.edu/). The degree requirements for the semester and year you are first enrolled dictates the catalog that applies to you.

MISSION

The mission of the health and physical education program is to train exceptional teachers who can effectively promote lifetime physical activity, fitness and health. Teacher candidates will have the knowledge, skills and dispositions to positively impact K-12 students.

FACULTY

The Faculty within the Department of Kinesiology Health and Physical Education Program are dedicated to good teaching. In addition, we relish the opportunity to expose teacher candidates to our scholarship and involvement in our professional associations (SHAPE PA, SHAPE America). All of the HPE faculty have taught in the public-school system as well as earning Masters and Doctoral degrees.

The faculty are anchored by the experience of the most senior members and invigorated by the fresh ideas brought by the newest member of the professorate. Dr. Fran Cleland is the HPE Program Chair, and additional faculty members include Dr. Matthew Cummiskey, Dr. Liz Dlugolecki, Dr. Jenna Fisher, and Dr. Beth Foster.

**Dr. Fran Cleland, Professor & Assistant Chair of the Health and Physical Education Teacher Certification Program**

**Tenure:** Started at WCU in 1994

**Office:** Sturzebecker, Room 212

**Phone**: 610-436-2144

**Email:** [fcleland@wcupa.edu](mailto:fcleland@wcupa.edu)

**Education**: B.S. Purdue University, M.S. Indiana University –Bloomington, P.E.D. Motor Development, Adapted Physical Education, Child Development

**Courses Taught**: HPE 186 Motor Development and Motor Learning; HPE 201 Dance and Gymnastics; HPE 300 C & I: Elementary Physical Education; HPE 403 School Wellness Practicum; HPE 489/490 Student Teaching

**Research Interests**: Critical Thinking in K-12 Physical Education

**Dr. Matthew Cummiskey**

**Tenure:** West Chester University (2009-Present), Central Connecticut State University (2006-2009)

**Office:** Sturzebecker, Room 318

**Email:** [mcummiskey@wcupa.edu](mailto:mcummiskey@wcupa.edu)

**Education:** B.S. in Health and Physical Education, Ithaca College, M.S. Ed. in Physical Education, SUNY Cortland, Ph.D. in Kinesiology with an emphasis in Physical Education Curriculum and Instruction, Temple University

**Courses Taught:** HPE 102 – Adventure and Contemporary, HPE 104 Fitness and Wellness I, HPE 105 Fitness and Wellness II, HPE 203 Net and Wall Games, HPE 305 Urban School Wellness Education, HPE 347 Assessment and Technology, HPE 403 School Wellness Education Practicum, HPE 489/490 Student Teaching, EXS 241 Body Systems and Applied Anatomy I, EXS 361 Body Systems and Applied Anatomy II

**Research Interests:** Elementary school wellness education, interdisciplinary teaching, HPE as health care, using adventure education to promote SEL and EDI.

**Dr. Liz Dlugolecki**

**Tenure:** 2007-2022 K-12 Health and Physical Education; August, 2022 WCU

**Office:** Sturzebecker, Room 307

**Email:** [edlugolecki@wcupa.edu](mailto:edlugolecki@wcupa.edu)

**Education:** B.S. Penn State University, Post-Bacc. Teacher Certification West Chester University, M.S. Penn State University, Ed. D. Immaculata University

**Courses Taught:** TBD

**Research Interests:** Support Among Early to Mid-Career Teachers

**Dr. Jenna Fisher**

**Tenure:** West Chester University (2020-Present)

**Office:** Sturzebecker, Room 304

**Email:** [jfisher@wcupa.edu](mailto:jfisher@wcupa.edu)

**Education:** B.S. East Stroudsburg University of PA, Athletic Training; M.S. East Stroudsburg University of PA, Health Education with Teacher Certification in Health and Physical Education; Ph.D. University of South Carolina, Physical Education, Cognate in Motor Development

**Courses Taught:** Secondary Methods Practicum; Aquatics for PETE; Fitness and Wellness; History and Philosophy of Exercise, Sport and Physical Education; Elementary Physical Education for the Classroom Teacher (Early Childhood and Elementary General Education course); HPE 108 Introduction to School Wellness Education; HPE 304 Secondary School Wellness Education, HPE 489 & 490 Student Teaching; Curriculum Leadership (Masters level), Trends and Issues in Physical Education (Masters level)

**Research Interests:** Preservice and in-service teacher assessment practices in physical education; Elementary school motor skill development; Curriculum alignment

**Dr. Beth Foster**

**Tenure:** West Chester University (2020-Present); California State Polytechnic University (2016-2021), APE Coordinator; 2005-2012 K-12 Adapted Physical Educator

**Office:** Sturzebecker, Room 306

**Email:** [efoster@cpp.edu](mailto:efoster@cpp.edu)

**Education:** B.S. West Chester University, PA Major: PETE, Minors: Coaching, Health, Adapted Physical Education; M.S. Texas Women’s University Major: Adapted Physical Education, Minor: Deaf Studies; Ph.D. Texas Women’s University Major: Adapted Physical Education

**Courses Taught:** KIN 253 Adapted Swim-Sports, KIN 254 Disabilities Studies, KIN 362 Assessment in APA; Adapted Physical Education Graduate Certificate Courses

**Research Interests:** Motor Development and Students with Disabilities, Walking Gait, Environmental Influences, Attitudes related to Disabilities, Fitness and Adapted Sport/ParaSport

ADMINISTRATION AND STAFF

The name and position of the individuals listed below is provided for the purpose informing students about the hierarchy of the Department of Kinesiology and the College of Health Sciences.

**Department Secretary** Sturzebecker, Room 206 610-436-2610

**Ms. Karen Sisofo** ksisofo@wcupa.edu

**HPE Secretary** Sturzebecker, Room 213 610-436-2124

**Ms. Wendy Showers** wshowers@wcupa.edu

**Department Chair** Sturzebecker, Room 206 610-436-2386

**Dr. Craig Stevens** wstevens@wcupa.edu

**Associate Dean**  Sturzebecker, Room 205 610-436-2115

**College of Health Sciences** CGunter@wcupa.edu

**Dr. Cheryl Gunter**

**Dean** Sturzebecker, Room 204 610-436-2385

**College of Health Sciences** SHeinerichs@wcupa.edu

**Dr. Scott Heinerichs**

**Steps to Reporting a Concern:** If you have a concern with a class or instructor, FIRST go to the specific instructor and see if the matter can be resolved. If not, you must follow protocol and move up the administrative hierarchy. Specifically, the proper sequence of steps is to first see the course instructor. If no resolution occurs, then you talk to the HPE program chair. The next step would be to meet with the Department Chair. If you are still not satisfied you move on to the Associate Dean and then the Dean. If you do not follow this sequence properly, you will be asked to speak with the correct individual which may jeopardize the opportunity to resolve the issue. Please note that following this sequence does not guarantee you a favorable outcome.

Student success

The HPE faculty are here to support you as you strive to become an exceptional teacher. College is challenging from both an academic and personal standpoint. There are many resources available at the university to help you be successful. Please review the [Student Success](https://www.wcupa.edu/_admin/provost/studentSuccess/default.aspx) and [Campus Resources](https://www.wcupa.edu/_admin/provost/studentSuccess/campusResources.aspx) websites. Resources include but are not limited to the Writing Center, Tutoring Center, Counseling Center, Intramurals, Student Government and many more.

IMPORTANT DATES AND REMINDERS

* Clearances
  + Renew your clearances once each year.
  + Follow the directions for obtaining and uploading your clearances using the [WCU Clearances Website](https://www.wcupa.edu/education-socialWork/clearances.aspx). Currently clearances are uploaded through myWCU.
* In D2L, complete the [CESW Professional Dispositions Training](https://www.wcupa.edu/education-socialwork/assessmentaccreditation/dispositions.aspx) your first semester.
* See your advisor every semester BEFORE your enrollment appointment.
* Attend a Teacher Candidacy session during your first year.
* Complete the Basic Skills Requirement (CORE, PAPA, SAT/ACT waiver) is order to apply for teacher candidacy. Check the [WCU website for all passing options](https://www.wcupa.edu/education-socialwork/patests.aspx), including SAT/ACT waiver). You may use this video about [calculating your composite score](https://youtu.be/Pr57_tfskv0) to help.
* Apply for [Teacher Candidacy](https://www.wcupa.edu/education-socialWork/teacherCandidacy.aspx) once you have earned 48 credits (usually by the end of the third semester) and before earning 60 credits. See the linked website for other requirements.
* Attend a mandatory student teaching pre-registration meeting one year before student teaching [Notification sent by the Office of Clinical Experiences and Candidate Services]

ACADEMICS

This section provides an overview of the academic programs of the Department of Kinesiology, specific to the K-12 Health and Physical Education Teacher Certification Program including General Education. It also contains copies of the Guidance Record Sheets that you should use to record your progress toward your degree.

#### **Degree Programs**

In order to graduate from West Chester University, you must complete 120 credits. These credits are broken up into two parts: General Education courses and courses in your major. Both parts will be discussed in the following pages.

**Please note**: The information provided on the following pages are good, basic guidelines. These guidelines do not take into consideration any unique career or graduate school requirements. It is **your responsibility** to investigate and be aware of specific prerequisites needed for your planned career or to gain admissions to a specific graduate school. Make sure to share these with your advisor so together you can plan your academic schedule.

#### **General Education**

Unless you are in the Honors Program you will be required to follow the General Education Curriculum established by the University for all undergraduates. At West Chester University, the general education program is designed to provide students with the knowledge, perspectives, and competencies expected of them as citizens of the state and of the world. This broad education emphasizes the enhancement of oral and written communication skills and mathematics as well as encompassing experiences in the humanities, the social & behavioral sciences, natural sciences, and the arts. Additionally, this education must be versatile and allow for exploration.

West Chester University is mandated by the Pennsylvania State System of Higher Education (PaSSHE) to require forty percent (40%) of the total number of credits required for graduation be general education credits. Therefore, the General Education requirement at West Chester makes up 48 of the 120 credits required to graduate. While you might think this restrictive, other than the initial English Composition class you take (WRT 120) you do have choices available to you. Within the catalog there are recommended courses to help you decide. In addition, consult the advising sheet and your advisor for further input. Don’t forget any specific pre-requisites for career or graduate school admissions. With that said, however, if you are drawn to a course in a required discipline, don't be afraid to take it.

ADVISING

The [undergraduate catalog](https://www.wcupa.edu/_academics/advising/facultyAdvisors.aspx) states, “Academic advising is an educational partnership between a faculty member and a student whose goal is the student's academic, personal, and professional success. Advisors and advisees collaborate to help students achieve their aims. Advisors explain policies, identify resources, and give advice; however, students are ultimately responsible for making the decisions that will keep them on track. The advising relationship thus mirrors other teaching relationships at West Chester University.”

As a student, you will be assigned an advisor. Your advisor is listed in myWCU. It is important to get to know your advisor, so go to his/her office and introduce yourself. There are several reasons for this. First, s/he is here to help you along your West Chester journey. They cannot help you if they don’t know you. Second, of all the faculty that you interact with your advisor will have the most opportunity to get to know you. Third, most likely you will need a recommendation for your first job or graduate school. Your advisor would be a likely candidate to ask for a recommendation; the better s/he knows you the better the recommendation can be. Fourth, if the rare occasion when you need an advocate to stand up for you, your advisor can fill this role, especially if you have established a strong relationship with him/her. Fifth, in order for you to gain access to scheduling for the next term’s courses you need to contact your advisor so s/he can give you access to computer scheduling, what is called “lifting the hold”. Beyond that, your advisor is an invaluable resource, who is not only happy to help you navigate past the pitfalls but can also provide useful information regarding careers and/or graduate school. Finally, even though some of us are as old (or older) than your parents, we are not your parents and, at one time, were college students. If you are troubled, your advisor may be able to help or at least direct you to those who can best help you.

Now, a word about the advising process. Your advisor will need to remove the “hold” on your account so you can register for the next semester’s classes. The actual one-on-one advising process does vary. Some advisors do not require a meeting prior to course selection. Other advisors fully immerse themselves in the process guiding their advisees at every step. Talk to your advisor and make sure you both have the same expectations with regards to advising. Be aware that advisors may have upwards of 100 advisees that they must help navigate through the program; consequently, it is difficult for them to remember everyone and their unique situation.

You can change advisors. Changing advisors is not a big deal. We want you to be happy with your advisor. If you feel more comfortable getting guidance and advice from someone other than your assigned advisor, you may request to switch. First, ask the professor is you can become their advisee. If yes, that individual will email the department secretary to make the switch. You cannot change advisors yourself. Finally, do not be concerned if you are assigned to a new advisor without requesting one. Sometimes we need to level out the advising load and sometimes an advisor is on leave for a semester or two.

**This is the most important point about advising.** You, the WCU student, are ultimately responsible for your course schedule and when you take your classes. Your advisor only advises. You need to be aware of the requirements to graduate and are wholly accountable for the coursework that you choose and when you take the classes. Therefore, check and double check the requirements and pre-requisite coursework. Follow the guidance record/course selection forms provided in the following section and consult with your advisor on which step to take next. Save all communications with professors and advisors related to courses to take, policy actions and advice given.

Responsibilities of the Academic Advisor include:

* exploring with students their individual interests, abilities, and goals.
* counseling students in the selection and sequencing of courses that meet the various degree requirements.
* identifying university resources that may be of value to students and making appropriate referrals.
* being aware of university academic policies and procedures as they relate to the needs of students.

Responsibilities of the Student in the Academic Advising relationship include:

* meeting with your advisor at appropriate times during the semester.
* being aware of important, relevant deadlines and then meeting them.
* obtaining needed signatures on forms.
* reviewing university policies and procedures as needed.
* creating an academic plan for your remaining semesters.
* understanding the requirements for the major and minors (if applicable).
* understanding the general education requirement.
* having knowledge of the undergraduate catalog
* examining your academic record and degree progress report for accuracy each semester.
* saving all academic advising and course registration related documents.
* being aware of prerequisites for the course you plan to take.
* recognizing the need for student resources and services on campus and using them.

#### **Scheduling classes for the next semester**

To schedule classes for the upcoming semester, your advisor must “unlock” or allow you to schedule. Contact your advisor and set up an appointment to discuss your plan of courses. Once your advisor unlocks you then you must wait for the designated day and time (“enrollment appointment”) that you can gain access, through myWCU, to the scheduling process. Your enrollment appointment is listed in myWCU. Until your designated day and time you will be blocked from scheduling classes. Likewise, if your day and time have arrived but your advisor has not unlocked you, you will be prevented from scheduling. Therefore, plan ahead. The scheduling process usually starts five to six weeks after the beginning of school each semester. Arrange to see your advisor within that time frame.

[Registration Information](https://www.wcupa.edu/registrar/registration.aspx)

Bring to your meeting with your advisor:

1. a current printout of your degree progress report from myWCU,
2. your updated course record sheet, and
3. your proposed schedule of courses for the next semester.

Failure to bring these items may cause your meeting to be rescheduled.

General information about all registration processes is linked above. Please refer to the [University online calendar](https://www.wcupa.edu/registrar/calendar/documents/AcademicYear2021_2022_MAR21.pdf) or the [academic calendar webpage](https://www.wcupa.edu/registrar/calendar/).

**Degree Progress Report (DPR):** The degree progress report lists all requirements you must fulfill in order to graduate. It is the “official” record of your degree when progress. Degree requirements are listed as “not satisfied” or “satisfied.” When all requirements are listed as satisfied, you graduate. Currently enrolled courses and scheduled/planned courses are listed as “satisfied” even though they are not yet completed. When completing general education requirements, consult the DPR for a listing of what classes qualify. For example, not all history classes fulfill gen ed requirements.

#### **[Adding, Dropping or Withdrawing from a course](https://www.wcupa.edu/registrar/documents/SchedulingClassesInYourMYWCU.pdf)**: Use myWCU to add and drop classes during the add/drop period. The course must have available seats and all prerequisites met. After the add/drop period is over, you may withdraw from a class up until approximately the 9th week of classes. A “W” will appear on your transcript. If necessary, contact your advisor for counsel prior to adding or dropping a course. **Students that do not officially withdraw from or drop a course can expect to receive an “F” for the course and are financially responsible to pay for it. P**lease refer to the [academic calendar](https://www.wcupa.edu/registrar/calendar/default.aspx) for the last day of course and session withdrawal.

**Adding a Closed/Full Class**

During the add/drop period, continually scan myWCU for open seats since other students may be dropping classes. You may contact the instructor of the closed class asking for permission to add. If faculty consent, they will email the department secretary who will add you. Faculty are under no obligation to add students to a full class, it is at their discretion and is typically reserved for high-need circumstances beyond a student’s control. Overloading a class does dilute educational quality.

[**Adding a Minor**](https://www.wcupa.edu/_academics/advising/genEdMajorsMinors.aspx)

First, discuss your plans with your advisor. Consider any additional requirements and time will be involved in adding minor. Once you decide to add a minor, you can do this [via your myWCU account](https://www.wcupa.edu/registrar/registrationForms.aspx). You may add more than one minor; however, doing so might add time to your degree program. Minors must be completed when your degree is conferred, you cannot come back after graduation to complete unfinished classes.

#### **[Changing a Major](https://www.wcupa.edu/_academics/advising/genEdMajorsMinors.aspx)**

First, discuss your plans with your advisor. Consider any additional requirements and time will be involved in changing your major. You can meet with or transfer to a special program in Exploratory Studies that will allow you to work on meeting any entrance requirements for your new major. Once you decide to change your major, you can request a change of major [through your myWCU account.](https://www.wcupa.edu/registrar/documents/SubmitanAcademicPlanChangeRequest.pdf)

**Policies Related to Student Teaching**

Candidates are eligible to student teach when they have (a) achieved Teacher Candidacy; (b) earned final passing grades in all the professional preparation requirements; (c) maintained the PDE mandated GPA; and (d) provided evidence of having taken PDE mandated specialty test(s). Student teaching is typically scheduled for a candidate's final semester at the University. Candidates must file an application for student teaching. Application for student teaching must be made approximately one year prior to student teaching. Candidates are required to attend the application meeting one year in advance. Announcements of this meeting will be provided by the Office of Clinical Experiences and Candidate Services regarding the Student Teaching Pre-Registration meeting dates and times. This information is also available on the College of Education and Social Work website. If you do not receive the announcement, contact the Office of Clinical Experiences and Candidate Services directly.

Candidates **may not contact individual schools or teachers** about student teaching placements.

Conditions under which the Health and PE teacher candidates may take an additional course during student teaching. a. Minimum 3.25 GPA, b. All professional education and specialized methods courses must be taken before student teaching., c. A general education or elective course is acceptable with the approval of the Coordinator of HPE, d. A candidate may take no more than three (3) additional credits while student teaching.

**Graduation**

Graduating does not automatically happen after you have completed all degree requirements. Candidates must apply after having earned 90 credits through myWCU. When a candidate applies for graduation, a Graduation Analyst in the Registrar’s Office reviews the academic record to ensure completion of general education requirements; candidates are notified via email and through an advisor comment posted on their Degree Progress Report. The coordinator of HPE reviews all major-related requirements. It is the responsibility of each candidate to respond to the reviews of the HPE coordinator and Office of the Registrar and to complete all requirements.

**Fall 2019 and forward - Course Record Sheet for B.S. in Health & Physical Education:**

**ALL HPE TEACHER CANDIDATES SHOULD KEEP AN UPDATED COPY OF YOUR ADVISING SHEET, Revised 5/5/2021**

**Name: ID# Sem/Yr Entering: Fall Advisor:**

*Students are bound by the major, minor, and related requirements in the catalog for the academic year for which they are accepted into the major or minor. Students are required to meet with their academic advisor every semester to discuss scheduling of next semester’s classes and to unlock the hold. Always bring your up-to-date course record sheet. You must earn 120 credits to be eligible for graduation.*

**GENERAL EDUCATION REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category (# credit hours)** | **Title/Number of Course** | **Credit Hours** | **Semester/ Year** | **Letter Grade or T** |
| **First Year Experience (4)** | FYE 100D (Required for less than 24 credits transferred) | **4** |  |  |
| **ACADEMIC FOUNDATIONS** | | | | |
| 1. **English Composition (6 or 7)** | WRT 120 or 123 | **3 or 4** |  |  |
| WRT 200, 204, 205, 206, 208, or 220 | **3** |  |  |
| 1. **Mathematics (6)** | MAT 103 or higher | **3** |  |  | |
| MAT course must be 103 or higher; can do second MAT course pass/fail | **3** |  |  | |
| 1. **Interdisciplinary “I” (3)** | EDF 300Democracy in Education | **3** |  |  |
| 1. **Diverse Communities “J” (3)** | KIN 254 Disability Studies | **3** |  |  |
| 1. **E. Extra PDE & Teacher Education Requirements** | EDP 250 Educational Psychology | **3** |  |  |
| LAN/ENG 382 Teaching English Language Learners **(Clearances required see note \*)** | **3** |  |  |
| **DISTRIBUTIVE REQUIREMENTS** | | | | |
| 1. **Science (6)**   **Recommended NTD 303, See DPR for classes** |  | **3** |  |  | |
|  | **3** |  |  | |
| 1. **Behavioral / Social Sciences (6), See DPR for classes** |  |  |  |  |
|  | **3** |  |  |
| 1. **Humanities (6)**   **See DPR for classes** | LIT 165 or CLS 165 (W) | **3** |  |  |
|  | **3** |  |  |
| 1. **Arts (3) See DPR for classes** |  | **3** |  |  |
| **ADDITIONAL BACCALAUREATE REQUIREMENTS** | | | | |
| 1. **Ethics Requirement (2019/2020 transfer students exempt)** |  | **3** |  |  |
| 1. **Writing Emphasis Courses “W” (9) See catalog for approved courses.** | **One “W” must be at the 300-400 level** | “W” courses may also be used to satisfy other requirements. | | |
| All students entering WCU with fewer than 40 credits, must complete 9 credits of “W” classes |  | **3** |  |  |
| Transfer students who bring to WCU 40-70 transfer credits must complete 6 credits of “W” classes. |  | **3** |  |  |
| Transfer students who bring to WCU more than 70 transfer credits must complete one 300-400 level 3 credit “W” class. |  | **3** |  |  |
| **C. SPEAKING EMPHASIS COURSES “S”**  **(9)** See catalog for approved courses. | **One “S” must be at the 300-400 level** | “S” courses may also be used to satisfy other requirements. | | |
| All students entering WCU with fewer than 40 credits, must complete 9 credits of “S” classes |  | **3** |  |  |
| Transfer students who bring to WCU 40-70 transfer credits must complete 6 credits of “S” classes. |  | **3** |  |  |
| Transfer students who bring to WCU more than 70 transfer credits must complete one 300-400 level 3 credit “S” class. |  | **3** |  |  |

**HEALTH AND PHYSICAL EDUCATION TEACHER CERTIFICATION COURSE REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Course # | Course Name | Credits | Grade |
| **HPE-TC Foundations (9 Credits)** | | | |
| HPE 108 | Introduction to School Wellness Education | 6 |  |
| HPE 186 | Motor Development and Motor Learning | 3 |  |
| **Wellness Education Pedagogy (30 Credits)** | | | |
| HPE 205\* | Curriculum & Instruction: Inclusion in Health & Physical Education (Prereq: HPE 108, 186) | 3 |  |
| HPE 206\* | Adapted Physical Education & Health for Students with Disabilities (Prereq: HPE 108, 186) | 3 |  |
| HPE 300\* | Curriculum & Instruction: Elementary Physical Education (Prereq: HPE 108, 186) | 3 |  |
| HPE 304\* | Secondary School Wellness Education (Prereq: HPE 108, 186) | 6 |  |
| HPE 305 | Pedagogy and Critical Issues in Urban School Wellness Education (Prereq: HPE 108, 186) | 3 |  |
| HPE 347\* | Assessment and Technology in Health and Physical Education | 3 |  |
| HPE 403\* | School Wellness Education Practicum (Prereq: HPE 205/206, HPE 300, HPE 304, Teacher Candidacy) | 6 |  |
| **Wellness and Applied Science Content Knowledge (12 Credits)** | | | |
| EXS 241 | Body Systems and Applied Anatomy I |  |  |
| EXS 361 | Body Systems and Applied Anatomy II (Recommend taking EXS 241 first) | 3 |  |
| HEA 304 | Family Life and Sex Education | 3 |  |
| HEA 316 | ATOD Prevention Education (Prereq: HPE 108) | 3 |  |
| NTD 300 | Nutrition Pedagogy | 3 |  |
| **Activity Module (14 Credits)** | | | |
| HPE 102 | Adventure and Contemporary Activities | 2 |  |
| HPE 104 | Fitness and Wellness I | 2 |  |
| HPE 105 | Fitness and Wellness II (Prereq: HPE 104) | 2 |  |
| HPE 140, 275 **or** 331 | Choose one of the following: HPE 140 – Aquatic Fundamentals and Emergency Water Safety, HPE 275 – Lifeguarding or HPE 331 – Water Safety Instruction | 2 |  |
| HPE 201 | Developmental Dance and Gymnastics | 2 |  |
| HPE 202 | Invasion Games | 2 |  |
| HPE 203 | Net and Wall Games | 2 |  |
| **Student Teaching (12 Credits)** | | | |
| HPE 489\* | Student Teaching (prerequisite; all major coursework; Teacher Candidacy) | 6 |  |
| HPE 490\* | Student Teaching (prerequisite; all major coursework; Teacher Candidacy) | 6 |  |
| **77 Credits** | | | |
| **Note:** 1) Teacher Candidacy (see [College of Education requirements](https://www.wcupa.edu/education-socialWork/teacherCandidacy.aspx)), 2) an EDF 030 on your transcript signifies you have achieved teacher candidacy, 3) must earn C or better (not C-) in all major-related classes.  **Student Teaching Prerequisites:** Teacher Candidacy documentation of [Praxis II trial](https://www.wcupa.edu/education-socialWork/paTests.aspx)  **Graduation Prerequisite:** Cumulative GPA of 3.0 or higher & Pre-Professional Experiences (PPE’s)  **\*** [**Field Clearances Required**](https://www.wcupa.edu/education-socialWork/clearances.aspx) – Child Abuse, Police Check, FBI Fingerprinting, TB test (see College of Education) | | | |

**HEALTH & PHYSICAL EDUCATION TEACHER CERTIFICATION –**

**BLOCK SCHEDULE:**

**This schedule is subject to change.**

|  |  |
| --- | --- |
| **Semester I: Fall 16 Credits**  HPE 108 Foundations of School Wellness (6)  HPE 186 Motor Development and Motor Learning (3)  FYE 100D First Year Experience (4)  WRT 120 or 123 (3) | **Semester II: Spring 16 Credits**  WRT 200,204, 205, 206, 208, or 220 (3)  MAT 103 or higher (3)  HPE 102 Adventure & Contemporary Activities (2)  Gen Ed. Science General (3)  HPE 108 Foundations of School Wellness (6)  HPE 186 Motor Development and Motor  HPE 140 Aquatic Fundamentals (2)  KIN 254 Disability Studies (3) **(D)** |
| **Semester III: Fall 16 Credits**  LIT 165 Literature or CLS 165 Comparative Literature (3) **W**  MAT 104 of higher (3)  EXS 241 Body Systems & Applied Anatomy & (3)  HPE 202 Invasion Games (2)  HPE 104 Fitness & Wellness I (2)  Gen. Ed. Behavioral & Social Science (3) | **Semester IV: Spring 16 Credits 18 credits**  HPE 205\* Curriculum & Instruction: Inclusion in Health & Physical Education (Prereq: HPE 108, 186) (3)  HPE 206\* Adapted Physical Education & Health for Students with Disabilities (3)  HPE 201 Educational Dance & Gymnastics (2)  HPE 361 Body Systems & Applied Anatomy II (3)  HPE 105 Fitness & Wellness II (Prereq: HPE 104) (2)  HPE 203 Net & Wall Games (2)  Gen Ed. Behavioral & Social Science (3) |
| **Semester V: Fall 18 Credits**  EDP 250 Educational Psychology (3)  HPE 300 C & I: Elementary P.E. (3)  HEA 304 Family Life & Sex Ed. (3)  Gen Ed. Art (3)  Gen Ed. Science (3)  EDF 300 Democracy in Ed. (3) | **Semester VI: Spring 17 Credits 18 credits**  NTD 300 Nutrition Pedagogy (3)  HEA 316 ATOD (3)  HPE 304 Secondary School Wellness (6) **(W)**  HPE 305 Urban School Wellness**(W)** (3)  HPE 347 Assessment & Technology (3) |
| **Semester VII: Fall 18 Credits 15 credits**  HPE 403 School Wellness Practicum (6)  Gen. Ed. Ethics (3)  Gen Ed. Humanities (3)  ENG 382 English Language Learners (3)  HPE Activity Course (2) | **Semester VIII: 12 Credits**  HPE 489 Student Teaching (6) **(S)**  HPE 490 Student Teaching (6) **(S)** |

**Notes:**

a) HPE 403 requires [Teacher Candidacy;](https://www.wcupa.edu/education-socialWork/teacherCandidacy.aspx)

b) HPE 108, HPE 186, HPE 205, HPE 206, HPE 300, HPE 304, HPE 305, HPE 403, HPE 489, HPE 490 and EDP 250 require [field clearances](https://www.wcupa.edu/education-socialWork/clearances.aspx)

c) All HPE, EXS, HEA, and NTD required coursework must be completed prior to student teaching (HPE 489 & HPE 490)

**(W)** = Writing Emphasis

**(S)** = Speaking Emphasis

### 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **West Chester University**  **Department of Kinesiology**  **2nd Undergraduate Degree Program K-12 Health & Physical Education Program Plan**  **Fall 2018 Forward**  **Name: Date of Enrollment:**  **ID #: Address: Phone: Email:** | | | | |
|  | **Course Name** | **Credits** | **Transfer** | **Grade** |
| **Foundations (9 credits)** | | | | |
| HPE 108\* | Introduction to School Wellness Education | 6 |  |  |
| HPE 186 | Motor Development & Motor Learning | 3 |  |  |
|  | | | | |
| HPE 205\* | Curriculum & Instruction: Students with Disabilities (Prereq: HPE 108, 186) | 3 |  |  |
| HPE 206\* | Adapted Physical Education and Health for Students with Disabilities (Prereq: HPE 108, 186) | 3 |  |  |
| KIN 254 | Disability Studies | 3 |  |  |
| HPE 300\* | Curriculum & Instruction: Elementary Physical Education  (Prereq: HPE 108, 186) | 3 |  |  |
| HPE 304\* | Secondary School Wellness Education [W](Prereq: HPE 108, 186) | 6 |  |  |
| HPE 305\* | Pedagogy and Critical Issues in Urban School Wellness Education[W] (Prereq: HPE 108, 186) | 3 |  |  |
| HPE 347 | Assessment & Technology in Health & Physical Education | 3 |  |  |
| HPE 403\* | School Wellness Education Practicum (Prereq: HPE 300, HPE 304, [Teacher Candidacy](https://www.wcupa.edu/education-socialWork/teacherCandidacy.aspx)) | 6 |  |  |
| Note: HPE 205 and 206 are co-requisites (must be taken together) | | | | |
| **Wellness and Applied Science Content Knowledge (15 credits)** | | | | |
| EXS 241 | Body Systems I | 3 |  |  |
| EXS 361 | Body Systems II | 3 |  |  |
| HEA 304 | Family Life & Sex Education | 3 |  |  |
| HEA 316 | ATOD Prevention Education | 3 |  |  |
| NTD 300 | Nutrition Pedagogy | 3 |  |  |
| **Activity Module (14 credits)** | | | | |
| HPE 102 | Contemporary Activities | 2 |  |  |
| HPE 104 | Fitness & Wellness I | 2 |  |  |
| HPE 105 | Fitness & Wellness II  (Prereq; HPE 104) | 2 |  |  |
| HPE 140/275/331 | Aquatics | 2 |  |  |
| HPE 201 | Developmental Dance & Gymnastics | 2 |  |  |
| HPE 202 | Invasion Games | 2 |  |  |
| HPE 203 | Net/Wall Games | 2 |  |  |
| **Education Requirements (9 credits)** | | | | |
| EDF 300 | Democracy in Education | 3 |  |  |
| EDP 250 | Educational Psychology | 3 |  |  |
| ENG/LAN 382 | Teaching English Language Learners PK-12 | 3 |  |  |
| **Capstone Courses (12 credits)** | | | | |
| HPE 489\* | Student Teaching | 6 |  |  |
| HPE 490\* | Student Teaching | 6 |  |  |
| **Notes:** [W] = writing emphasis  1) You must earn C or better (not C-) in all major-related classes, 2) upon acceptance to the HPE TC program second-degree students have automatically achieved [**Teacher Candidacy**](https://www.wcupa.edu/education-socialWork/teacherCandidacy.aspx)**,** 3) teacher candidates must have [**field clearances**](https://www.wcupa.edu/education-socialWork/clearances.aspx) upon acceptance to the program  **Student Teaching Prerequisites:**  **Graduation Prerequisite:** Cumulative GPA of 3.0 or higher; must attempt [**Praxis II**](https://www.wcupa.edu/education-socialWork/paTests.aspx) prior to student teaching and must pass it in  order to become certified in HPE in the state of PA | | | | |

**SECOND DEGREE TEACHER CANDIDATES:**

**WEST CHESTER UNIVERSITY APPROVED PROGRAM OF STUDY**

**2nd Degree K-12 Health & Physical Education Teaching Certificate Program**

* Meet with your program advisor(s) to complete and obtain necessary signature(s)
* Provide an official transcript for all completed course work at previous institutions

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WCU ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**LAST** Name, First Name)

Phone # (cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification Area: K-12 H&PE

Check (ü):

\_\_\_yes\* \_\_\_no if the candidate has a valid PA Instructional Certificate (either level I or II)

\*subject area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The candidate will pursue certification in an undergraduate program leading to a degree.

*Note:*

The PDE basic skills test requirement (PAPA, CORE, SAT, ACT) is waived based on the previous degree earned.

The PDE Teacher Candidacy course requirements (3 credits English composition, 3 credits English literature, 6 credits mathematics) are waived based on the previous degree earned.

**IMPORTANT:** You *must* attend a student teaching pre-registration meeting **2** semesters prior to your student teaching experience. For details & dates, contact the Office of Clinical Experiences, 107 Wayne Hall.

**Candidate must obtain and remain current the following clearances: PA Child Abuse, PA Criminal Background Check, FBI Fingerprinting, current TB test.**

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

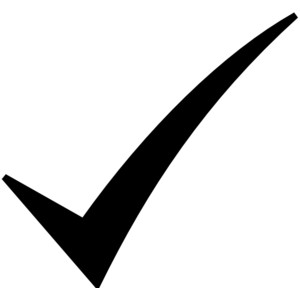
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(Certification Student’s Signature) (Date)

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(Academic Advisor’s Signature) (Date)

**Advisor’s check here indicates candidate is approved for Teacher Candidacy.**



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(Professional Advisor’s Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(WCU Certification Officer’s Signature) (Date)

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Office use only: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

PDE code PS code Date Initials

**NOTE: You must be a US citizen or hold a permanent resident visa to obtain a PA Instructional Certificate**

Adapted Physical Actvity MINOR: ADVISING SHEET

|  |  |
| --- | --- |
|  |  |
| Name: Student ID#: Date Entered Program: | |
|  | |

**Requirements (18 credits)**

|  |  |  |  |
| --- | --- | --- | --- |
| *Course Number* | *Course Name* | *Credits* | *Grade* |
| KIN 253 | Adapted Sport, Aquatics, and Fitness | 3 |  |
| KIN 254\* | Introduction to Disability Studies (J) | 3 |  |
| HPE 205\* | Inclusion in Health and Physical Education | 3 |  |
| HPE 206\* | Adapted Physical Education | 3 |  |
| KIN 360 | Pathology for Adapted Physical Activity | 3 |  |
| KIN 362 | Assessment and Programming for Adapted Physical Activity | 3 |  |

**\*These cl\*These classes are required for the Health and Physical Education Major**

**asses are required for the Health and Physical Education Major**

**Optional (1-3 credits)**

|  |  |  |  |
| --- | --- | --- | --- |
| *Course Number* | *Course Name* | *Credits* | *Grade* |
| KIN 400 | Internship in Adapted Physical Activity | 3 can be repeated |  |

OTHER MINORS

**Minor In Coaching**

The coaching minor is under revision. Please see Dr. Craig Stevens, chair of department of kinesiology

#### **Minor in Dance (21 credit hours)**

The Department of Theatre and Dance offers a minor in Dance. This minor could be beneficial to those Exercise Science students interested in pursuing a career in dance, exercise science, or therapy. There are specific participation requirements. The student should check with the Dance minor coordinator for specifics. Course requirements include: DAN 344, two of three core/performance electives (DAN 315, DAN 441, or DAN 442); four technique courses (DAN 210, DAN 232, DAN 233, DAN 234, DAN 235, DAN 332, DAN 333, DAN 334, DAN 335); and both DAN

346 & DAN 446

#### **Minor in Health Science (18 credit hours)**

The Department of Health offers a minor in Health Sciences. This minor could be beneficial to those Exercise Science students interested in pursuing a career in fitness, exercise science, therapeutic or medical careers. Course requirements include: HEA 100 plus 15 credit hours of coursework selected under advisement. Nine credits must be at the 300 or higher level.

#### **Minor in Nutrition and Dietetics (18 credit hours)**

The Department of Nutrition offers a minor in Nutrition. This minor could be beneficial to those Exercise Science students interested in pursuing a career in fitness, coaching, exercise science, therapeutic or medical careers. There are two (2) courses required. They are NTD 303 and 309. Twelve more credits tailored to the student’s needs must be taken. Strongly recommended courses include NTD 200, NTD 300, NTD 301, NTD 302, NTD 420, NTD 422 and 435. Note that NTD 303 is part of the Exercise Science curriculum.

HPE-TC PRE-PROFESSIONAL EXPERIENCE (PPE) GUIDELINES

Summary and Purpose: Teacher candidates must accrue 10 hours in group exercise classes at the student recreation center and 10 hours of professional development. The purpose of the PPE’s is to provide experiences not included as part of course offerings. These must be completed prior to graduation and are turned into the Chair of the HPE program.

* **Group Exercise: 10 hours** must be spent completing group exercise classes at the Student Recreation Center. Only the following classes qualify towards the 10 hours: Body Pump, Grit, Cycle and Tone, Barre, Piyo, Yoga, Muscles and Mascara and Zumba (Burst). **No more than two hours can be accrued in any one class**. Classed offered at the S. Campus Fitness Facility DO NOT count towards the requirement. To document completion of each class, have the instructor record their name, date and signature in the appropriate space on Form A. You must also take a picture with the instructor and paste that picture into Form A for EACH class completed. Any class completed without a picture taken will not count towards the requirement.
* **Professional Development – 10 hours** must be spent in professional development sponsored by the organizations listed below. The hours are typically accrued at conferences. SHAPE webinars may not be used towards this requirement. You must **include the registration receipt and name badge for each conference attended** and wear professional WCU attire each day.
  + SHAPE America National Convention
  + SHAPE PA professional development
  + SHAPE PA state conventions
  + Local school district professional development days (with prior approval)

**Submitting Documentation**

1. Submit forms A&B, conference registration receipt(s) and name badge(s) to **Dr. Fran Cleland** (Office 212) **by the completion of HPE 403 School Wellness Practicum.**  Teacher candidates who have not completed the PPE requirement will NOT be allowed to student teach.
2. Falsification of information is grounds for dismissal from the program!

***West Chester University Department of Kinesiology***

***Form A - Group Exercise Log Sheet***

***WCU Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name Of Group Exercise Class** | **Time** | **Name of Instructor – Printed** | **Signature of Instructor** |
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***Professional Development***

***Form B - Conference Attendance Worksheet***

***(Use multiple forms to document all sessions attended)***

***Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#\_\_\_\_\_\_\_\_\_\_\_\_***

***Total Number of Hours (add 3rd column): \_\_\_\_\_\_\_***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Workshop or**  **Session** | **Date**  **(x/x/20xx)** | **Number of Hours\*** | **Description** | **Presenter**  **signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* List number of hours by whole number and quarter hours (i.e. 1.25, 2.5, 3.75, 5.0 etc.)

**Also submit for EACH conference attended:**

\_\_\_\_\_ Convention registration receipt(s)

\_\_\_\_\_ Convention name tag(s)

HEALTH & PHYSICAL EDUCATION ATTIRE

**Physical Education**

**Activity Classes:** HPE Majors **are required** to wear a WCU HPE T-shirt in all activity classes (HPE 102, 104, 105, 201, 202, 203). White (pictured at right), gray, black, purple, and gold colored shirts are acceptable. Leggings, tights, spandex pants, tight shorts and short shorts (above mid-thigh) are not permissible. Leggings, tights and spandex are allowed under appropriate length shorts.

**K-12 Teaching Experiences:** Majors **are required** to wear a university-logo polo shirt in off-campus and on-campus teaching experiences with K-12 students. The black polo pictured at right is recommended (NOT required) because it says Health and Physical Education. In colder weather wear a long sleeve T-shirt UNDER your WCU polo or purchase a WCU quarter-zip. Khaki-style shorts of an appropriate length and color or professional-looking athletic pants (not too tight) must be worn. All tattoos except for hand or neck tattoos must be covered. Limit earrings to three per ear. See two pages below for inappropriate clothing.

**Appropriate Clothing for Physical Education K-12 Teaching Experiences**

|  |  |  |
| --- | --- | --- |
| Image result for khaki shorts different colors  “Khaki” style shorts for men and women (must be mid-thigh or longer) | See the source image  Exercise pants/joggers – may not be tight | Polo shirt – must have WCU logo or Ram |
| “Khaki” style pants: must not be tight | Image For Badger Mesh ¼ Zip  Quarter Zip – must have WCU logo or Ram | Image result for nike sneaker  Footwear – professional looking **athletic** sneakers that **lace up.** |

**Ordering Information** – purchase in store or online from the Bookstore.

[Men’s HPE T-shirt](https://wcupa-my.sharepoint.com/personal/mcummiskey_wcupa_edu/Documents/WCU-PE/miscWCU/Coordinator/Shared%20HPE%20docs2/%09https:/www.wcucampusstore.com/MerchDetail?MerchID=1684265&CategoryName=Athletics&CatID=25518&Name=Athletics#.YSPjvY5KhnI) (Item: W001976) – different color options are available

[Men’s HPE Polo](https://wcupa-my.sharepoint.com/personal/mcummiskey_wcupa_edu/Documents/WCU-PE/miscWCU/Coordinator/Shared%20HPE%20docs2/%09https:/www.wcucampusstore.com/MerchDetail?MerchID=1684266&CategoryName=Athletics&CatID=25518&Name=Athletics#.YSPju45KhnI) (Item: W001977)

[Women’s HPE T-Shirt](https://wcupa-my.sharepoint.com/personal/mcummiskey_wcupa_edu/Documents/WCU-PE/miscWCU/Coordinator/Shared%20HPE%20docs2/%09https:/www.wcucampusstore.com/MerchDetail?MerchID=1684263&CategoryName=Athletics&CatID=25518&Name=Athletics#.YSPkfI5KhnI) (Item: W001974) ­– different color options are available

[Women’s Black HPE Polo](https://wcupa-my.sharepoint.com/personal/mcummiskey_wcupa_edu/Documents/WCU-PE/miscWCU/Coordinator/Shared%20HPE%20docs2/%09https:/www.wcucampusstore.com/MerchDetail?MerchID=1684264&CategoryName=Athletics&CatID=25518&Name=Athletics#.YSPkdY5KhnI) (Item: W001975)

[Quarter zips and other polos](https://www.wcucampusstore.com/SiteText?id=63703)

**Health Education**

**K-12 Teacher Experiences**: When teaching K-12 students, clothing options include dress pants, a polo, button-down shirt, blouse, dress, skirt, and dress shoes. They do NOT need to have the WCU logo. See below for appropriate health education clothing.

**Mixed Schedules** – (teaching both health and physical education in the same day)

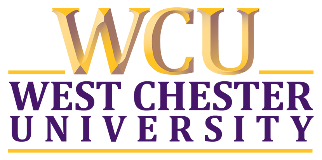
You may wear appropriate physical education clothing into the health classroom.

**Appropriate Clothing for Health Education ONLY K-12 Teaching Experiences (no PE)**

|  |  |  |
| --- | --- | --- |
| Dress Panst (may not be tight) | See the source image  Button down (men and women) | Image result for dress shirt blouse  Blouse |
| Skirt with blouse | See the source image  Dress shoes (not sneakers) | Other acceptable items: blazer, full-length dress, polo shirt |

**Inappropriate Clothing for Any Type of K-12 Teaching Experience (continued on page 3)**

|  |  |  |
| --- | --- | --- |
| Mesh/dry fit shorts of any kind, color or length | Image result for baggy sweatpants  Baggy sweatpants | Image result for dry fit nike t-shirt women  T-shirts of any kind including dry-fit or cotton ones |
| Image result for nike leggings  Leggings/spandex/tights or any kind of tight/form fitting clothing | See the source image  Running shorts or short shorts (above mid-thigh) | Baseball caps – **not acceptable in any major-related classes** |
| **Inappropriate footwear:** slips ons, flip flops, sandals, dirty/stained sneakers, “fashion” or casual sneakers that are not appropriate for physical activity. | | |

**Email Etiquette Policy**

HPE Program

What is email etiquette?

* It is a ‘Code of Conduct’ for email communications. It refers to the principles of behavior that individuals should use when writing and responding to emails.

Why is email etiquette important?

* The way you craft an email is a direct reflection of you and our field. It’s important to learn to communicate in a clear, respectful, and professional manner, especially since you will be emailing parents, administrators, and students.

Strike the right tone:

1. Use email for everyday communications. Save personal or important issues for face-to-face conversations.
2. Use complete sentences and proper punctuation.
3. Be succinct and keep your message short and to the point.
4. Avoid informal language more common with friends such as “what’s up” “things” or “peace out.”
5. Be respectful and avoid emailing when emotionally charged or using all caps.
6. Do not use emoticons, excessive punctuation (!?!?!?) or acronyms (LOL, BRB).

Formatting:

1. The subject should be short and simple but not vague.
2. Begin **new** emails with a salutation (greeting) such as “Hello Professor \_\_\_\_\_\_\_”. Subsequent emails on the **same** topic do not require a salutation.
3. Conclude the email with a closing that matches the tone of the email, “Thank you” or “Sincerely.” An alternative is to setup a standard signature (name, contact information) to conclude an email.
4. Somewhere in the email, include your full name and the class number or title.
5. Always proofread emails. An occasional error is normal, an email replete with errors is unprofessional.

Other tips:

1. Allow 48 hours before following up on an email for which you have not received a reply.
2. Respond to emails from a professor in a timely manner, again within 48 hours.
3. Only “cc” (carbon copy) individuals directly involved in the conversation.

|  |  |
| --- | --- |
| Example of a Proper Email | Example of an Improper Email |
| P1300C3T13#yIS1 | P1301C4T13#yIS1 |

Sources: Arizona State and San Jose State Universities

****TEACHER CANDIDACY INFORMATION****

**Teacher Candidacy** is the written process that confirms your intent to pursue teacher certification at West Chester University in a teacher education program. Access to designated advanced professional education courses is restricted to teacher candidates who have applied and received the "milestone" of Teacher Candidacy on their transcript/DPR of EDF030U or EDF030G. HPE teacher candidates must have achieved teacher candidacy in order to **register** for HPE 403, HPE 489 and HPE 490.

Please refer to this [link](https://www.wcupa.edu/education-socialWork/teacherCandidacy.aspx) for information about achieving teacher candidacy. To achieve teacher candidacy you must pass the [basic skills tests](https://www.wcupa.edu/education-socialWork/paTests.aspx#basicSkills).

**Teacher Candidacy Requirements**

* Enrolled in a program leading to teacher certification or educational specialist
* Earned a minimum of 48 credits at the college level (100 level or above)
* Earned a minimum cumulative GPA of 2.8
* Earned 3 credits in college-level English composition
* Earned 3 credits in literature taught in English
* Earned 6 credits in college-level mathematics
* passing scores as established by the PA Department of Education on the [Basic Skills tests](https://www.wcupa.edu/education-socialWork/paTests.aspx). Use the[PDE Calculator](https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx) to determine whether your scores meet the Basic Skills requirement.
* Received approval from your academic department.

Link to [teacher candidacy application](https://form.jotform.com/Teachercandidacy/teacher-candidacy-application).

TEACHER CANDIDATE CLEARANCES

**CANDIDATE SERVICES - CLEARANCES for Educator Preparation/Educator Specialists**

Pennsylvania state law requires that all persons who interact with children in schools must have clearances for their field courses. Clearances must be on file with the Office of Candidate Services. See the list of [Courses Requiring Clearances](https://www.wcupa.edu/education-socialWork/documents/FieldCoursesRequiringClearances%206-25-2021.pdf). Clearances are due in July for the Fall semester and early January for the Spring semester. Students will be notified of clearance deadlines for Summer Sessions by email.

**Background clearances are valid for one year from date of issue for field courses and cannot turn one year old during a semester. For Fall 2021 semester, the issue date is on or after DEC 10, 2020. If you need to apply for clearances, do not apply for new clearances until on or after MAY 10, 2021.**

**Please refer to this** [link](https://www.wcupa.edu/education-socialWork/clearances.aspx) **for information about obtaining and submitting your clearances.**

**TEACHER CANDIDATE DISPOSITIONS**

[Professional Dispositions and Requirements](https://www.wcupa.edu/education-socialWork/assessmentAccreditation/dispositions.aspx) (please use this link for complete information)

The Educator Preparation Programs at West Chester University in the College of Education and Social Work have developed professional dispositions and requirements essential for the profession. These dispositions are based on the 2011 Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. Candidates have the opportunity to demonstrate dispositions in courses (assignments, interactions with others) and out in the field with mentor teachers and students in P-12 settings. The four professional dispositions (summarized below) are empathy, open-mindedness, responsibility, and communication.

**Empathy** Highly effective teachers are sensitive and understanding of the learner's own perspective. It involves the process of observing something from another point of view or putting oneself in another’s shoes (Detert, Trevino, & Sweitzer, 2008). This requires the acceptance of varied perspectives, values, and beliefs to use the information to develop positive learning experiences.

**Open-Mindedness** Involves the “active perspective that allows the individual to be willing to be flexible and to consider, if not try out, new ideas” (Alawiye and Williams, 2010). It is the process of showing receptiveness to new or different ideas and willingness to accept constructive feedback. Being openminded is one of the several components of high-level thinking essential for the teaching profession.

**Responsibility** Includes the ability for a teacher to be accountable and reflective on the outcomes of professional and personal actions. This includes being responsive to needs of students’ learning and takes ownership of mistakes or errors to refine personal and professional practice. Related to responsibility is having what Elder and Paul (2009) define as Intellectual Independence. It is wise to listen to others to find out their thinking, but you must take ownership of your actions and thinking that are rooted in fairness and sound judgment.

**Communication** Develop positive relationships with others in a variety of venues (face-to-face, digital, etc.) to achieve a common goal. To effectively develop these relationships one should be a good listener. This includes being attentive and not dominant when communicating with others (Norton as cited by Faull, 2009). Engagement is an essential process to communication. How you engage others in this involves planning engaging learning experiences and demonstrating confidence in communication with others (Faull, 2009). Effective teachers collaborate with learners, colleagues, school leaders, family and key stakeholders within the community to better understand students and to maximize learning.

**Evaluation of the Professional Dispositions of Teacher Candidates**

The evaluation of Professional Dispositions of candidates is conducted through the Unit’s online

assessment software system Tk20. The evaluation is administered to candidates in every education course every semester. In courses where there is a field experience, the faculty member collaborates with the mentor teacher when evaluating each candidate’s dispositions. The faculty member has the option to submit a dispositional concern.

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To learn more about the Professional Dispositions and Requirements evaluation process and to access additional resources and forms. Faculty can download [Assessing Professional Dispositions](https://www.wcupa.edu/education-socialWork/assessmentAccreditation/documents/TK20_Faculty_ProfessionalDispositions.pdf) for a guided walk-through on how to assess candidates on professional dispositions in a Tk20 course.

Note: A candidate's violation of professional expectations (i.e., academic, behavioral, dispositional) may also be a violation of University-wide policy. In this case, the violation should be filed with the appropriate University or College bodies.

UNIVERSITY POLICIES & pROCEDURES

**University policies and procedures are set in place to hold students, faculty, and staff to the highest level of professionalism, integrity, and to promote inclusiveness, learning, and success. Teacher candidates are responsible for becoming familiar with and abiding by each of these university-wide policies. Policies listed below are briefly described; entire policy can be found within the University** [**Undergraduate**](https://catalog.wcupa.edu/undergraduate/academic-policies-procedures/) **and** [**Graduate**](https://catalog.wcupa.edu/graduate/academic-policies-procedures/) **Catalogs.**

**Academic Dishonesty Policy**

[Academic dishonesty](http://www.wcupa.edu/_services/stu.lif/ramseyeview/policies/acdishonesty.asp) is prohibited, and violations may result in disciplinary action up to and including expulsion from the University.

**Sexual Misconduct Policy (Title IX)**

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. Use this link for more information: [Sexual Misconduct Policy](https://www.wcupa.edu/_admin/diversityEquityInclusion/sexualMisconduct/policiesDefinitions.aspx)

**Sexual Harassment and Misconduct Policy (non-Title IX)**

It is a violation of policy for any member of the University community to engage in sexual harassment/misconduct, or to take retaliatory action against an individual for reporting sexual harassment/misconduct. Use this link for more information: [Sexual Harassment and Misconduct Policy](https://www.wcupa.edu/_admin/diversityEquityInclusion/sexualHarassment.aspx)

**Student Code of Conduct Policy**

As a member of the WCU community, the University expects you to abide by the Student Code of Conduct both on and off campus. When you make choices and behave in a manner that does not reflect the standards defined in the Student Code of Conduct, University disciplinary action may take place. Use this link for more information: [Student Code of Conduct Policy](https://www.wcupa.edu/_services/conduct/)

**Academic Integrity Policy**

The Department of Criminal Justice regards incidents of academic dishonesty (including, but not limited to, cheating and plagiarism\*) to be violations of the Department Code of Conduct as well as violations of the University [Academic Integrity Policy](https://www.wcupa.edu/business-PublicManagement/criminalJustice/codeOfConduct.aspx)

**University Grading Policies**

Information regarding grading systems, pass/fail policy, cumulative grade point average, grade reports, change of grade policy, grade appeals, and Dean’s list can be found in the [Undergraduate](https://catalog.wcupa.edu/undergraduate/academic-policies-procedures/grading-information/) and [Graduate](https://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information/) Catalogs under Academic Policies and Procedures: Grade Information.

**Students with Disabilities**

If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University’s Services for Students with Disabilities (OSSD), please visit them at 223 Lawrence Center. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is [ossd@wcupa.edu](mailto:ossd@wcupa.edu), and their website is at <https://www.wcupa.edu/universityCollege/ossd/>.

TK20 ACCOUNT – REQUIRED FOR ALL HPE MAJORS

The College of Education and Social Work (CESW) uses [Tk20 by Watermark](https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx) as a comprehensive online data management system for assessments of student learning outcomes and field placements. Tk20 by Watermark establishes electronic documentation for continuous improvement of our programs and accreditation. Students will use this system to complete key unit and program course assignments, field applications, field experience binders, surveys, and portfolios.

All students who are enrolled in educator preparation programs accredited by the Council for the Accreditation of Educator Preparation (CAEP) are required to have a Tk20 by Watermark account.  This includes initial-licensure programs, the M.Ed. Literacy and Reading Specialist Certification, and the Certificate in Autism.  Effective August 1, 2018, students who do not have an active account, are required to purchase one. Tk20 by Watermark accounts can be purchased for $115 ($112 plus a $3 processing fee) via credit card, money order, or cashier’s check from the [Tk20 login](https://wcupa.tk20.com/) page and are accessible for seven (7) years after the date of purchase.

Once your account has been activated, you will receive an email confirmation from studentac@watermarkinsights.com. Note: It can take up to 2 – 3 business days to activate your Tk20 by Watermark account. If do you do not receive an email confirmation, check your spam/junk email folders. Once your account is activated, you can log into Tk20 by Watermark with your WCU log in credentials or via a link in your D2L course. Please refer to instructions for [how to purchase a student account](https://www.wcupa.edu/education-socialWork/assessmentAccreditation/documents/Tk20_HowToPurchaseStudentAccount.pdf).

**Recommended internet browser:** We recommend using one of the latest versions of Google Chrome or Safari browsers while working in the Tk20 environment. Do not use Internet Explorer.

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**We wish you the best luck within our program.**

**If you have any more questions, feel free to reach out to your HPE TC professors and/or advisor.**

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