



**DEPARTMENT OF FOREIGN LANGUAGES
Alternative Teacher Preparation (ATP)**

**Policies and Procedures for Completing Requirements for the
“CLEAR RENEWABLE CERTIFICATE” in a FOREIGN LANGUAGE**

Fall 2009

Admission to the Program:

1. To be eligible for participation in the ATP program, applicants must:
 - Be employed as a full-time teacher of a foreign language in a public or private SACS-accredited school in Georgia.
 - Have sufficient time to complete the program of study (This may require an extension of the temporary teaching certificate).
 - Provide a letter by the principal of the candidate’s school to verify employment and to request that KSU work with the teacher/candidate to complete the requirements towards the “Clear Renewable Certificate.”
 - Apply to KSU and be admitted as an undergraduate non-degree student for fall 2009, with a Current Major listed as “EDUC Certificate NonDegree UG” and a concentration in “Provisional Cert” in the appropriate language (Chinese, French, Japanese, etc.). Please note that admission to KSU is independent of admission to the ATP program. For information about admission to KSU, please contact the Office of Admissions at (770) 423-6300 or go to <http://www.kennesaw.edu/admissions/ugadm.shtml>.
 - Mail a completed program application form, official university and professional development transcripts, and copies of test score reports (OPI, WPT, GACE Basic Skills, & GACE Content, if taken; see #3) to the address below. Please note that transcripts in a foreign language must be translated by a PSC-approved agency.

Dr. Anja Bernardy, Program Director
Alternative Teacher Preparation in Foreign Languages
Department of Foreign Languages
Kennesaw State University
1000 Chastain Road, #1804
Kennesaw, GA 30144-5591

2. The Department of Foreign Languages can only accept a limited number of applicants into the program each year. Meeting the eligibility criteria outlined in #1 does not guarantee admission to the ATP program. In addition, only applications that are complete and received by **March 16, 2009** will be considered.

3. After review of the applications, applicants will be notified via mail if they have been selected for an on-campus admission interview during summer 2009. The interview includes completion of a hand-written essay. Non-native speakers of English will write in English and native speakers of English will write in the target language. The Department of Foreign Languages reserves the option to require a standardized exam (ACTFL) as evidence of advanced English proficiency in speaking and writing and/or require additional course work in English or in the target language, if the applicant's language skills are deficient in any area. In that case, applicants may be admitted on a conditional basis. After completing the essay, the applicant will meet with the ATP program director, who will evaluate the applicant's credentials in order to establish a program of study necessary to complete the requirements for the clear renewable teaching certificate. To be recommended for certification by KSU, candidates must complete all of the following requirements:

- a) Obtain the equivalent of a major in the teaching field, to include courses in language, linguistics, culture, and literature. This requirement represents a minimum of 21 semester hours at the upper division level.
- b) Complete the professional education sequence for foreign language education: *Methods, Materials and Curriculum P-8; Methods, Materials and Curriculum 9-12; Second Language Acquisition*; and professional development courses in the following areas: *Classroom Management*, and the *Education of Exceptional Students*.
- c) Demonstrate proficiency in the use of technology in the classroom as mandated by House Bill (HB) 1187.
- d) Take an official ACTFL Oral Proficiency Interview (OPI) in the target language and receive a minimum rating of Advanced-Low for type I languages (French, Spanish, German, etc.) and Intermediate-High for type II languages (Chinese, Japanese, etc). Latin is not included!
- e) Pass the GACE Basic Skills Assessment¹ and the GACE Content Assessment (French, German, Latin, or Spanish)²; see <http://www.gace.nesinc.com> for more information. For all other languages, the official ACTFL Writing Proficiency Test (WPT) and the OPI, with minimum scores of Intermediate-High for Type II and Advanced-Low for Type I languages, are required instead.
- f) Successfully complete two semesters of *FLED 4498: Internship in FLED* (6 credit hours each semester) to satisfy the requirement for student teaching. Internships begin in the fall only. To be eligible for the internship, all requirements listed above must be completed first.
- g) Present an electronic portfolio that presents clear, consistent and convincing evidence that the *ACTFL/NCATE Program Standards for the Preparation of Foreign Language Teachers* and the *PTEU Outcomes and Proficiencies* have been met. This portfolio must be completed according to the FLED guidelines established by the Department of Foreign Languages and is completed during the internship. (See <http://www.actfl.org> for a copy of the *Program Standards*).

¹Basic skills testing may be exempted if high enough scores are obtained on the SAT, ACT or GRE. For exemptions scores, see <http://www.gapsc.com/documentation/basicskillsinfo.asp>

²Results of the Praxis tests will be accepted by Georgia for tests taken before September 1, 2006. After that time, Georgia will accept only GACE test results. For Latin, Georgia will accept passing Praxis II scores for tests taken prior to September 1, 2007. For more information, see http://www.gapsc.com/MessageCenter/msgc_GACEToReplacePraxis.asp.

Retention in the Program:

4. All course work for certification must be completed with a “C” or higher. However, the candidate must also maintain a minimum GPA of 2.75 in all required courses taken at KSU or at other institutions. In addition, a grade of “D” or “F” in any course taken at KSU makes the candidate ineligible to continue in the ATP program.
5. Candidates are subject to any additional PTEU (Professional Teacher Education Unit) policies regarding “Retention in Teacher Education,” as outlined in the 2009-2010 *Kennesaw State University Undergraduate Catalog*.
6. Candidates will be notified in writing by the Department of Foreign Languages should they not be eligible to continue in the program. If the FLED Program Area Committee determines that a candidate has failed to meet any of the academic standards or requirements of the program set forth in this document, dismissal will take effect immediately. A probationary period may be granted to those candidates who are taking only one course during the semester and receive a “C.” Those candidates must enroll in a required course the following semester and bring their GPA to the required minimum. Probation will be granted one time only.
7. Candidates are expected to teach full-time in the language for which a certification plan was established and must maintain their employment status at the school listed on their application. If a candidate’s teaching contract is not renewed, or the candidate changes schools, he/she is no longer eligible to participate in the ATP program or receive a recommendation for certification. An exception may be made if the candidate is transferred to another school within the same school district. The ATP program director must be notified of any transfers immediately so that eligibility to continue in the program can be determined by the FLED Program Area Committee. In addition, an employment verification and request letter from the new principal must be received within 30 days of the first day of employment at the new school.
8. All candidates must take the following courses at KSU:
 - FLED 3303, *Second Language Acquisition*
 - FLED 4410, *Methods, Materials and Curriculum of FLED, P-8*
 - FLED 4412, *Methods, Materials and Curriculum of FLED 9-12*
 - FLED 4498, *Internship in Foreign Language Education, P-12*
This course covers one academic year. Candidates may start the internship in the fall only, and must register for six credit hours each semester. All other requirements must have been met prior to enrollment.
9. Candidates are expected to take education courses other than those listed in #8 through their school system’s professional development program. If candidates plan to take any of those courses at KSU, they must notify the program director during the admission interview. Permission to register cannot be guaranteed for courses that are full, so candidates are advised to register as early as possible.

³According to university policy, if no courses are taken the semester for which a candidate has been admitted, he/she must apply for readmission to the university. Readmission to the university does not guarantee readmission to the ATP program. If readmitted to the ATP program, candidates are subject to any changes in program requirements made since the initial admission.

10. Candidates must start taking certification courses at KSU in fall 2009, and follow the semester-by-semester program plan established for them during their admission meeting. Failure to take the required courses as scheduled makes the candidate ineligible to continue in the program. If there are extenuating circumstances that require withdrawal from a course during the semester, the candidate must contact the program director and explain the situation in writing. The FLED Program Area Committee will review each petition on an individual basis and if granted, provide a new program plan. Exceptions cannot be made if it is determined that the candidate was not making a passing grade in that course at the time of the withdrawal.

11. Content area courses may be taken at any accredited college or university. However, these courses must be pre-approved by the ATP program director, and official university transcripts must be submitted prior to admission to the internship. Only courses completed with a “C” or higher may be used to fulfill the content course requirements.

12. Candidates are also responsible for updating their contact information if there are any changes, including home address, phone number, and e-mail address. Any updates should be sent directly to the ATP program director at abernard@kennesaw.edu. Communication with candidates will be conducted primarily via e-mail. Candidates are expected to check their e-mail at least once every 24 hours. The Department of Foreign Languages is not responsible for any problems associated with the e-mail account that a candidate has listed on their application.

Admission to the Internship (FLED 4498):

13. To receive permission to enroll in FLED 4498 (fall semester), candidates must:

- Provide the appropriate documentation to verify successful completion of all other requirements.

14. To receive permission to enroll in FLED 4498 (spring semester), candidates must:

- Complete the fall semester of the internship successfully.

15. The internship is a 12-credit-hour course completed over two consecutive semesters (fall & spring). Candidates who are eligible for the internship during the spring semester, but do not enroll in the course, are ineligible to continue in the ATP program.

Recommendation for Certification:

16. It is the candidate’s responsibility to complete the established program and send the appropriate documentation for tests and course work. In order to be recommended for certification, the following documentation must be provided:

- Official transcripts of course work completed
 - a) At other universities.
 - b) Through staff/professional development programs.
- Copies of test score reports:
 - a) GACE Basic Skills Assessment (or appropriate SAT, ACT or GRE scores to substitute);
 - b) GACE Content Assessment. For languages other than French, German, Latin, and Spanish the ACTFL Writing Proficiency Test (WPT) and the OPI are required instead.
 - c) OPI certificate.

All documentation must be sent directly to the program director, Dr. Anja Bernardy.

17. Once the ATP Program director has verified that the program requirements have been completed successfully and all appropriate documentation has been provided, a request for a recommendation for certification will be forwarded to KSU's Certification Officer, who will prepare the recommendation and mail it to the candidate's home address.

18. Note that any evaluation and individual program of study may be subject to change if (a) the Department of Foreign Languages, (b) the Bagwell College of Education at KSU, (c) any of our accrediting agencies, or (c) the Georgia Professional Standards Commission make changes in policy, procedures, or requirements.

Acknowledgement:

19. I have received a written individualized program of study and a semester-by-semester plan for completion of the program requirements. In addition, I have received and read a copy of the Fall 2009 "Policies & Procedures for Completing Requirements for the CLEAR RENEWABLE CERTIFICATE in a FOREIGN LANGUAGE." I understand that non-compliance with any of the stated terms may result in dismissal from the program or lead to a delay in a recommendation for certification. I also understand that this program is a collaborative effort between KSU, the employing school district, and the candidate. Therefore, the school's principal and the school district's foreign language coordinator will receive copies of these documents, and they will be notified if I should become ineligible to continue in the program.

Name: _____ **School:** _____
(Please print)

Signature: _____ **Date:** _____