The University of Texas at San Antonio
Master of Arts Degree in Education with Graduate Teacher Certification Program (GTCP)

Overview of the Graduate Teacher Certification Program Requirements

The Graduate Teacher Certification Program (GTCP) is a 36 semester-hour (non-thesis), field-based program intended for individuals who wish to obtain a Texas teacher certification as part of their Master’s degree.

The GTCP degree program provides candidates with the opportunity to acquire a Master of Arts (MA) degree in Education and initial certification in one of the following:
- early childhood – 6th grade general education,
- all level special education,
- secondary math, or
- secondary science.

Admission Requirements for GTCP

Admission to GTCP requires the following:

- A Bachelor’s Degree from an accredited institution
- Full and clear admission into the MA of Education degree program in the Department of Interdisciplinary Learning & Teaching. For individuals who wish to earn their EC-6 Generalist certification, admission is to Early Childhood Education (ECE); for all level Special Education, admission is to Special Education (SPE); and for secondary math or science, admission is to Curriculum & Instruction (C&I). A GPA of 3.0 or better in the last 60 semester hours completed is required for admission into the graduate program. Students admitted with deficiencies will not be eligible to participate in the GTCP.
- Evidence of a clear criminal background check. This is a state requirement.
- Evidence of ability in public speaking and critical thinking. This is a state requirement for all teacher certification candidates. Transcripts will be evaluated to determine if applicants meet these requirements.
- Passing scores on the TExES exam applicable to content/certification area (EC-6, all-level special education, secondary math, or secondary science).
- No more than 12 hours of graduate work – in core MA courses - completed toward the MA in Education degree. Applicants cannot have previous or concurrent enrollment in courses related to the field of specialization/certification upon time of application.
- Secondary math and secondary science GTCP applicants must also meet the minimum course requirements for completed math and science content courses either in the B.A. degree or otherwise as required by the state for math and science teachers. Transcripts will be reviewed to determine the eligibility of GTCP applicants for teacher certification in these areas. Candidates who are deficient in the necessary course work for these areas will not be eligible for the GTCP program.
**Course Load Schedule and Field Placements**

Once admitted, in Fall I and Spring I semesters, candidates take a minimum of 6 hours of course work (except during internship semesters).

The Fall I semester also includes a **30 hour field placement in a local school**. Each teacher candidate will meet for a 3 hour block once a week for 10 weeks in an assigned field classroom. This field work experience is not part of a course or coursework. It is a state and programmatic requirement. This requirement will not be waived for any reason. All placements will be made by the COEHD Coordinator of Field Placements. **Each student must show availability to complete this requirement by signing the Statement of Agreement to Complete Preservice Field Observations form that accompanies the GTCP Application form.**

Past GTCP candidates have used vacation time, personal days, or made other arrangements with employers to complete the required field work. This field experience meets the state’s minimum 30-hour requirement for fieldwork in teacher certification programs.

During the Spring I semester, students may begin to apply for internship positions in local school districts for the upcoming fall semester. Students must be employed by mid-September of Fall II semester in order to be eligible for the internship. Students may also choose the clinical teaching option at the end of their program instead of an internship. Clinical teaching requires a full time commitment all day, every day, for one semester of supervised practicum in a public school. Comprehensive exams for the degree and graduation are taken during the last semester of coursework (internship or clinical teaching).

**SAMPLE Course Load Schedule**

*Note: This schedule may be altered based upon individual schedule, plan, and programmatic changes.*

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<thead>
<tr>
<th>Spring A</th>
<th>Su I</th>
<th>Fall I</th>
<th>Spring I</th>
<th>Su II</th>
<th>Fall II</th>
<th>Spring II*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to GTCP</td>
<td>Option to take courses</td>
<td>Begin Certification Coursework; Participate in 30 hour Field Experience</td>
<td>Continue Certification Coursework; Begin to look for Internship</td>
<td>Option to take courses</td>
<td>Continue Certification Coursework; Internship if hired by mid-September</td>
<td>Continue Certification Coursework; Internship if hired by mid-September</td>
</tr>
<tr>
<td>6 course hours (core courses)</td>
<td>(0-6 course hours)</td>
<td>6 course hours</td>
<td>6 course hours</td>
<td>(0-6 course hours)</td>
<td>3-6 course hours</td>
<td>3-6 course hours</td>
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</tbody>
</table>

*Comprehensive exams in the MA in Education concentration (ECE, SPE, C&I) take place during the last semester of coursework. Summer comprehensive exams are not offered in most concentration areas. Check with your Academic Advisor for information regarding comprehensive exams.*
**Eligibility Requirements: Clinical Teaching (C&I or ECE 6946)**

All students will complete either Internship (2 semesters, paid) or Clinical Teaching (1 semester, unpaid) as a culminating requirement for certification.

Here is a comparison between Internship (C&I or ECE 6943) and Clinical Teaching (C&I 6946):

<table>
<thead>
<tr>
<th><strong>Internship</strong></th>
<th><strong>Clinical Teaching</strong></th>
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<tbody>
<tr>
<td>Two consecutive semesters as supervised, paid Teacher of Record in Certification Area.</td>
<td>One semester (12 weeks, min.) of unpaid, supervised clinical teaching with an assigned Cooperating Teacher in your Certification Area.</td>
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<tr>
<td>Students secure own teaching position.</td>
<td>Students are placed by UTSA Student Teaching Office in clinical position.</td>
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</tbody>
</table>

Steps toward Internship include...
- Participate in job fairs, file applications with districts of interest – and secure job offer
- Have completed all education coursework (some exceptions may apply).
- Pass Actual TExES PPR & Content
- Have min 3.0 GPA
- Documented completion of 30 hrs field observation
- Get clearance from advisor & GTCP coordinator

Steps toward Clinical Teaching include...
- In the last semester (or next to last semester) of coursework. All education courses completed.
- Attend Student Teaching meeting the semester prior to Clinical Teaching (Student Teaching Office)
- Pass TExES Content and PPR
- Have min 3.0 GPA
- Documented completion of 30 hrs field observation
- Get clearance from advisor & GTCP coordinator
Eligibility Requirements: Recommendation for Teacher Certification

After admission to GTCP, teacher candidates must ensure that they meet University and State requirements to satisfy eligibility for teacher certification. In order to be recommended for teacher certification through GTCP, the State of Texas requires successful completion of a teacher certification program along with the completion of all MA in Education degree requirements.

This includes:

1. Complete all coursework as approved by the State Coordinating Board for the relevant certification program with the required 3.0 GPA.
2. Documented participation in at least 30 hours of field-based classroom observation prior to internship or clinical teaching.
3. Passing scores on the appropriate TExES content area and PPR exams. UTSA requires its teacher candidates to participate in a PPR review session and to take a practice PPR exam before they are approved to take the state required exam.
4. Complete either an internship year (two full semesters) as the teacher of record during or at the end of the program, or complete a full time, non-paid, 12 week or longer semester of clinical teaching experience at the end of the program. Both experiences are supervised by UTSA personnel. Speak to your advisor about both options.
5. Successfully complete all courses and comprehensive exams that are required for the Master of Arts in Education degree.
Application Procedures for
UTSA Graduate Teacher Certification Program
APPLICATION DEADLINE FOR GTCP IS February 15TH

Students who are interested in obtaining their master’s degree with initial teacher certification must complete two separate application processes. Students must meet all the requirements and turn in all application materials by the deadline.

Students who are interested in beginning GTCP with the Fall 2011 cohort will need to be accepted to their graduate program and have turned in all materials for the GTCP by February 15, 2011.

Suggested Timeline for Fall 2012 GTCP Cohorts
BEFORE November 1, 2011:
Apply to the graduate program. See #1 below for information regarding how to apply to the UTSA Graduate School. November 1 is the official application deadline for Spring 2011 admission.

BEFORE December 31, 2011:
Sign up for the appropriate TExES content exam (See 2b, iv for more information) and the THEA (see 2b, v).

BEFORE February 15, 2012:
Turn in all required GTCP application materials to Erin Doran (See #2 below). Students are encouraged to get in touch with Erin Doran BEFORE the application deadline to ensure that they have all of the required materials included in their application. Late applications will NOT be accepted.

BEFORE the Fall 2012 semester (beginning in August 2012):
Students who would like to begin taking graduate level courses prior to the fall may take 12 hours of core courses. The core courses are the courses all MA in Education students take regardless of their concentrations. These courses are: EDU 5003 (Research Methods in Education), EDU 5103 (Advanced Foundations of Education), EDP 5003 (Psychological Learning Theories), and C&I 5003 (Theory of Curriculum and Instruction). Students applying to the GTCP may NOT take any content area courses. This means that EC-6 students may not take courses listed under ECE, Special Education students may not take courses listed under SPE, etc. Math and science students should check with the Student Development Specialists or their faculty advisor regarding their content area courses. These content area courses will be taken as a cohort by all students accepted into GTCP each fall. Students are not required to have these 12 hours of MA core courses completed by Fall 2012. This is an option for students who want to begin taking courses before the Fall 2012 GTCP cohorts begin taking their content area coursework.

1. Apply to the graduate program
   a. Online application available at http://www.graduateschool.utsa.edu
   b. Pick the correct degree for your specific certification of interest
      i. EC-6 certification ⇒ MA in Education, Early Childhood and Elementary
      ii. K-12 Special Education ⇒ MA in Education, Special Education
      iii. Secondary math or science certification ⇒ MA in Education, Curriculum and Instruction
   c. Students must have a 3.0 in the last 60 graded semester hours for unconditional admission.
d. Submit official copies of ALL transcripts from every college and university you have attended
   i. When requesting transcripts from other institutions, make sure that you specify that
      transcripts are sent to the UTSA Graduate School. The official address is:
      UTSA – The Graduate School
      One UTSA Circle
      San Antonio, TX 78249

e. Students interested in applying to the GTCP must apply and be accepted to the graduate program
   prior to the February 15th deadline. Students should leave themselves ample time to request
   transcripts from other colleges and universities (particularly out of state or smaller
   institutions) and track their application materials to ensure they are received by the Graduate
   School. From the time the application is deemed complete by the Graduate School, official
   decisions take about 2-3 weeks to be made. During peak application periods (the month
   leading up to the application deadlines), decisions may take longer.

f. HINT: Ask colleges and universities if they can submit transcripts to the UTSA Graduate School
   electronically. This usually takes less time than sending transcripts through the mail.

2. Complete the GTCP application
   a. Full GTCP application packet is available online at
      http://education.utsa.edu/certification_program/Graduate_Degree_Professional_certification_programs/
   b. Application materials that must be turned in to Erin Doran by February 15 include:
      i. GTCP Application form with specified certification area, education, and related experience
      ii. Signed Statement of Agreement to Complete Pre-service Field Observations
      iii. Clear, current criminal background check. This can be obtained from the San Antonio Police
          Department by visiting:
          http://www.sanantonio.gov/sapd/REPORTS.asp#background?res=1680&ver=true
      iv. Passing scores on the appropriate TExES exam for your content area. Information on how
          to sign up for the exam can be found at: http://www.texes.ets.org
          1. Applicants must take the appropriate content area exam, NOT the Pedagogy and
             Professional Responsibilities exam (you will take that later)
      v. Passing scores on all parts of the THEA
         1. Students previously deemed TASP-exempt must still successfully pass all parts the
            exam.
         2. Information on signing up for the THEA can be found on the UTSA Testing Services
            website: http://www.utsa.edu/testing/
      vi. Signed Texas Teachers’ Code of Ethics, located at

All of the GTCP Application materials are due to Erin Doran absolutely no later than February 15th. Incomplete applications
will NOT be accepted. Applications may be mailed, and postmarks will be honored. The correct mailing address is:

   Erin Doran
   Department of Interdisciplinary Learning and Teaching
   College of Education and Human Development
   University of Texas at San Antonio
   One UTSA Circle
   San Antonio, TX 78249

Please note that e-mail applications will not be accepted. Also, application to the GTCP is separate from application to graduate school.
Both application processes must be completed. Incomplete GTCP application packages will not be reviewed nor will notification of
incomplete applications be sent.

*Please do not call the office to check on the status of your file. You will be notified when your application is complete.
GTCP Application Form --- page 1

Please submit this form by GTCP APPLICATION DEADLINE: February 15th

(Please print clearly)

Name: __________________________
Address: ________________________
City/State/Zip: ____________________

Phone (home): ____________________
Phone (cell/other): ____________________
Email address: ____________________

Certification Preference: Place a √ in the box before the area of teacher certification desired:

☐ EC-6 Generalist
☐ All level Special Education
☐ 8-12 Math
☐ 8-12 Science
☐ 8-12 Physical Science
☐ 8-12 Life Science

Education: List all schools attended. Attach an unofficial copy of transcripts from all schools attended.

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Experience: List any teaching experience you have (school, after school, centers, daycare, volunteer, etc.)

SIGNATURE REQUIRED FOR APPLICATION:

I understand that I must abide by all state and program requirements in order to complete the UTSA Graduate Teacher Certification Program. I understand that if my GPA falls below a 3.0 at any time during the program, I will be ineligible to continue in the certification program. I also understand that if for any reason I am removed from the program (if I become ineligible or choose to leave the program), I must complete all conditions of admission as stated on my Dean’s condition sheet, including but not limited to background coursework.

I also certify that I am not concurrently enrolled in another teacher certification program.

Printed name: __________________________  Signature: __________________________

Date: __________________________
GTCP Application Form --- page 2
Please submit this form by GTCP APPLICATION DEADLINE: February 15TH

Statement of Agreement to Complete Preservice Field Observations

SIGNATURE REQUIRED FOR APPLICATION:
The GTCP requires an initial 30 hours of field observations in classrooms in the public schools during the first fall semester after acceptance into the Graduate Teacher Certification Program. This experience requires GTCP candidates to spend time during the day in a public school classroom at least one day a week for a three hour minimum block of time for the duration of the semester. All field observations must be completed in the first fall semester. The UTSA Coordinator of Field Placements will assign schools and classrooms. Schedules for classroom observations will be determined by the GTCP student in dialogue with the assigned classroom teacher and the Coordinator. Candidates must have time available during the day on a weekly basis to meet this program requirement.

My signature below indicates that I understand the requirement for 30 hours of field observations in the GTCP during the first fall semester, and attests to the fact that I will be able to meet this requirement.

Printed name: _____________________________   Signature: _______________________________

Date: _________________
Please submit this form by GTCP APPLICATION DEADLINE: February 15th.

Texas Teachers’ Code of Ethics

Statement of Affirmation

SIGNATURE REQUIRED FOR APPLICATION:

[Signature]

State Board for Educator Certification

Texas Educators’ Code of Ethics

Texas Administrative Code §297.2

Statement of Affirmation

I affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §297.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, I shall ensure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators’ Code of Ethics TAC 297.2, and shall abide by all enforceable standards of this rule.

[Signature]

[Date]