



Archdiocesan Teachers:

Welcome to the Archdiocesan Teachers' Institute (ATI) Program for the Summer 2010 session. This summer we will be offering 7 regular courses and 1 online course that will count toward state certification **on campus at Our Lady of Holy Cross College**. Since we are having classes on the OLHCC campus you will have a library, computer center, and food service available for your convenience. In addition, you will have to comply with the immunization rules for the college. See the information provided on the website, www.olhcc.edu click on ATI Program found on our homepage.

At the present time, OLHCC has two alternative certification programs in place:

1. Alternative Program Elementary Education Non-Masters Grades 1-5
2. Alternative Certification Secondary Education Non- Masters Program

These programs are explained in detail on separate pages in this packet, and on our website www.olhcc.edu. At least one-half of the required courses for alternative certification programs can be taken during the ATI summer programs. Registration for these courses will take place at Our Lady of Holy Cross College, 4123 Woodland Drive, New Orleans, LA 70131, on **May 25 and May 26 from 9:00 AM – 12:00 noon and 3:00 PM – 6:00 PM each day. (At this time, ATI registrants are not eligible for the online priority registration process, you must come and register in person).**

If you have already completed the courses offered during the summer program, the remaining courses for each program are offered during the fall and spring semesters at a discounted rate of 20% off the regular tuition. To receive this 20% discount, you must bring a letter from your principal on school letterhead stating that you are a full-time teacher at the school. **Remember, to enroll in the methods or internship courses you must have passed the PRAXIS I (PPST) and the PRAXIS II Content Knowledge Test(s) in your area.**

Thank you for your interest in the Archdiocesan Teachers' Institute. Please remember to apply for admission by **May 1**. I am very excited to be working with the teachers of the archdiocese, and am looking forward to meeting you at registration on **May 25 or 26th**. Please contact me by email or phone if you need any additional information.

Sincerely,

Rebecca S. Maloney

Rebecca S. Maloney, PhD
Chair, Department of Education
Coordinator, Archdiocesan Teachers' Institute
Our Lady of Holy Cross College
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Archdiocesan Teachers' Institute Summer 2010

Location: Our Lady of Holy Cross College
4123 Woodland Drive, New Orleans, LA 70131

JUNE 1 – JUNE 18		
TIMES	COURSE	INSTRUCTOR
***ONLINE	EDU 306 – Classroom Management *(Both)	Dr. RaeNell Houston
JUNE 21 – JULY 9 COURSES HELD MONDAY – FRIDAY (unless noted)		
TIMES	COURSE	INSTRUCTOR
9:00 – 12:00	EDU 201 – Literature for Children and Youth *(Both)	Mrs. Jane Baker
9:00 – 12:00	EDU 202 – Educational Psychology *(Both)	Mrs. Noretta Stackel
12:00 – 1:00	PRAXIS and Certification Information– **Brown Bag Seminars - Wednesdays only	Dr. Becky Maloney
1:00 – 4:00	EDU 308 – Methods of Teaching Reading/ Lang. Arts *(Both)	Dr. RaeNell Houston
1:00 – 4:00	EDU 311 – Teaching Reading in the Content Area *(Both)	Mrs. Jane Baker
JULY 12 – JULY 30 COURSES HELD MONDAY – FRIDAY (unless noted)		
TIMES	COURSE	INSTRUCTOR
9:00 – 12:00	EDU 306 – Classroom Management *(Both)	Ms. Jane Wilson
9:00 – 12:00	EDU 309 – Human Growth and Development *(Sec)	Ms. Gail Gelpi
12:00 – 1:00	PRAXIS and Certification Information – **Brown Bag Seminars - Wednesdays only	Dr. Becky Maloney
1:00 – 4:00	EDU 202 – Educational Psychology *(Both)	Mrs. Noretta Stackel
1:00 – 4:00	EDU 312 – Materials and Methods of Teaching Math I *(Elem)	Ms. Jennifer Sparck

* Classes designated (Both) will count toward both elementary and secondary certification. Classes designated (Elem) count only toward elementary certification, and classes designated (Sec) count only toward secondary certification.

**The Wednesday Brown Bag seminars will only be for those teachers taking classes at OLHCC. Additional PRAXIS seminars will be held at a later date.

*****Online courses will meet at OLHCC on June 1 at 4:30 PM for orientation**

Our Lady of Holy Cross College

Alternative Certification Programs for Practitioners

STAGE ONE: Conditional Admission into the College

To complete the requirements for admission into OLHCC, you must complete the admissions form, pay the admission fee, and have an official copy of all previous college transcripts mailed from the attending college or university to OLHCC.

In addition, to be accepted into the Alternative Certification Program as a practitioner, you **MUST**:

- Possess a baccalaureate degree from a regionally accredited university; and
- Have a 2.5 GPA on undergraduate work.
- Be teaching at an accredited school in the area in which you are seeking certification during the internship semesters.

Until your transcripts have been received by the Office of Enrollment Services, you will be provisionally accepted into the college. You may begin to take classes **before passing the PRAXIS tests** at this point of the program. The courses are listed in the table below:

ELEMENTARY (GRADES 1-5)	SECONDARY (GRADES 6-12)*
EDU 202 – Educational Psychology	EDU 202 – Educational Psychology
EDU 306 – Classroom Management	EDU 306 – Classroom Management
EDU 312 – Methods of Teaching Math	EDU 309 – Human Growth and Dev.
EDU 308 – Methods of Tch Read/Lang	EDU 311 – Reading in the Content Areas
EDU XXX – Reading Methods	
EDU XXX – Reading Methods	
18 hours	12 hours

*Secondary certification can be earned in the following areas: Biology, English, Family and Consumer Science, French, General Business, General Science, Mathematics, Physics, Social Studies, Spanish, and Speech.

Once you have completed the courses above (18 hours for elementary certification and 12 hours for secondary certification), you must pass the PRAXIS I (PPST) and the PRAXIS II content knowledge tests in your specific area of certification before enrolling in the methods or internship courses.

STAGE TWO: Eligibility Criteria for the Alternative Certification Non-Masters Program

The applicant must (without exception) complete the following conditions in order to be unconditionally admitted into the alternative education program:

1. Take, pass, and the College receive the results of the PRAXIS I (PPST)** and the PRAXIS II (content-specific examination[s]) **PRIOR TO REGISTERING** for EDU 460B, 460C, 460D, 461A, or 461B.
2. Earn a minimum grade of “B” in all professional-education courses

**A composite of 22 on the ACT, a 1030 on the verbal and math portions of the SAT, or a Master’s Degree may be substituted for the PRAXIS I (PPST). Official score reports or transcripts must be furnished to the college to take advantage of this exemption.

Once your PRAXIS I and PRAXIS II content knowledge scores have been received by the college, you are then eligible to enroll in the methods and internship courses. These courses are outlined in the table below:

ELEMENTARY (GRADES 1-5)	SECONDARY (GRADES 6-12)*
EDU 460 B – C & I Strategies	EDU 460 B – C & I Strategies
EDU 460C – Instructional Methodologies	EDU 460D – Instructional Methodologies
EDU 461A- Internship I	EDU 461A- Internship I
EDU 461B – Internship II	EDU 461B – Internship II
12 hours	12 hours
TOTAL PROGRAM = 30 hours	TOTAL PROGRAM = 24 hours

STAGE THREE: Eligibility Criteria for Internship and Student Teaching

1. Take, pass, and the College receive the results of previously required parts of PRAXIS II content-specific examinations and the PRAXIS II (PLT) **PRIOR TO successfully completing EDU 461B.**

Alternative Certification Checklist:

- _____ 1. I graduated from an accredited college or university.
- _____ 2. I earned at least a 2.5 GPA in my undergraduate degree.
- _____ 3. I understand that to be eligible for an internship I must be teaching in an accredited school in the area in which I am seeking certification.
- _____ 4. I understand that I must pass the PRAXIS I (PPST) or have a 22 composite on the ACT, a 1030 on the SAT, or a Master’s Degree.
- _____ 5. I understand that I must pass the PRAXIS II content knowledge test(s) in my area of certification BEFORE taking the methods or internship classes.
- _____ 6. I understand that if I DO NOT PASS THE PRAXIS TESTS, I cannot complete this alternative certification program.

Print Name

Signature

Date

**EDU 306 – Classroom Management
Dr. R. Houston – rhouston@olhcc.edu**

**Mandatory Meeting – Tuesday, June 1, 2009 4:30 PM
Our Lady of Holy Cross College**

Are You Ready to Be an Online Student?

QUESTIONS TO ASK FIRST

Students thinking about taking online courses should consider what it means to be an online student before deciding to take an online course. The benefits of taking an online course may seem obvious, but you will want to make sure that you will be able to successfully complete the course requirements.

Do you have regular access to the Internet?

Do you have your own OLHCC email account? It is necessary to maintain regular communication with the instructor with whom you are taking the course. You should be able to answer your email quickly during the school week, which means within 24 hours after receipt. This being said, you should be able to successfully send and receive email with attachments. Students must have a RELIABLE Internet Service Provider (ISP) and email account prior to the start of class.

Are you comfortable working on your own? Are you self-motivated?

You will have a more flexible use of the time to spend on course work. Due dates are set by each individual instructor. Such flexibility and independence is agreeable to some but, for others it is difficult to self start.

Can you make deadlines?

Your instructor is counting on you to finish your work on time. Your communication may be virtual, but your tasks and assigned deadlines are not. Make sure that you are able to set your own schedule and are able to stick to the timeline.

Is this the right time for you to apply for an online class?

You should be confident that you can set enough time aside for your online course assignments and study time. You may feel that taking an online course will free up your time for other tasks. If you are feeling overwhelmed by other responsibilities, like your work or you have/want to concentrate on family obligations- then perhaps you had better postpone your involvement. Online courses require as much and often more personal

preparation time than on campus courses. Remember everything that you would normally communicate by speech in class must be typed in an online course.

Are you sure you are capable of producing first-rate results in your online course?

You should think about your success with time-management and your ability to feel confident that you are able to achieve success in the course. Otherwise an online course will not help but cause inconvenience. Be honest with yourself about your capabilities.

What Qualities Make For A Good Online Student?

• Good written communication skills

Remember, your primary means of communication is through writing. Being able to send a well structured message will help with the communication process.

Make sure that you are able to easily maneuver through email. You should be aware of how to find assignments and course material, as well as be able to participate and send emails with attachments.

You should be confident that you have access to the necessary hard and software requirements to meet the needs of the course. The Academic Skills Center is available on-campus as is the local library. Make sure that you have a backup plan of where to go to complete your work.

• Comfort with the system

Make sure that you are able to easily maneuver through your email. You should check your email often and be aware of how often assignments are due.

As soon as you have registered for an online course please do the following:

- **Email your instructor rhouston@olhcc.edu with the following information:**
 - o Your full name
 - o The course name and number in which you are enrolled;
 - o A request for further instruction on how to get started;
 - o An alternate email address and,
 - o Your phone number
- Go to the online bookstore to purchase any materials that you will need for the course.
- Make sure that your OLHCC email username and password is working.
- Wait for further instructions from your Instructor.
- Please make sure to have made contact with your instructor as assignments will be due during the first week of the course.