



Archdiocesan Teachers:

Welcome to the Archdiocesan Teachers' Institute (ATI) Program for the Summer 2011 session. This summer we will be offering 8 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. Please see the brochure for newly updated tuition and fees.

At the present time, OLHCC has two alternative certification programs in place, one that will end July 1, 2013, and one that began July 1, 2010. The old program was entitled

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

The new program (the one that began July 1, 2010) is entitled:

1. Certification-Only Program Alternative Path to Certification: Elementary Grades 1 – 5, and
2. Certification-Only Program Alternative Path to Certification: Secondary

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 31 from 1:00 PM – 4:00 PM and June 1 from 4:00 PM – 7:00 PM each day. (At this time, ATI summer registrants who are not currently taking classes are not eligible for the online priority registration process, and must come and register in person).**

If you have already completed the courses offered during the summer program, you must register for the fall and spring courses at the regular alternative certification rate. **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, and be teaching full-time in the correct 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 31 or June 1**. Please contact me by email or phone if you need any additional information.

Sincerely,

Rebecca S. Maloney

Rebecca S. Maloney, PhD
Coordinator, Archdiocesan Teachers' Institute
Our Lady of Holy Cross College
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Archdiocesan Teachers' Institute Summer 2011

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

JUNE 27 – JULY 15		
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
***ONLINE	EDU 306 – Classroom Management *(Both)	Dr. RaeNell Houston
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 18 – AUGUST 5		
COURSES HELD MONDAY – FRIDAY (unless noted)		
TIMES	COURSE	INSTRUCTOR
9:00 – 12:00	EDU 304A – Learner with Special Needs *(Both)	Mrs. Jane Baker
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
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.

(OLD PROGRAM) 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

(NEW) Our Lady of Holy Cross College

Certification-Only Program Alternative Path to Certification

Certification areas include Elementary Education and Secondary Education in the following areas:
Biology, English, Family and Consumer Science, French, General Business, General Science,
Mathematics, Physics, Social Studies, Spanish, and Speech

STAGE ONE: Application to the College

Before registration for courses may take place, you must apply and be admitted to 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.

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 meeting all acceptance requirements for admission and acceptance as listed below, but you will not be considered as accepted or enrolled in the program until all requirements are met.**

STAGE TWO: Acceptance to the Certification-Only Program

To be accepted into the Certification-Only Program Alternative Path to Certification, you **MUST:**

- Be screened by a faculty member in the Certification-Only Program;
- Possess a baccalaureate degree from a regionally accredited university;
- Have earned a minimum 2.5 GPA on undergraduate work;
- Pass the **PRAXIS I (PPST)* and the PRAXIS II content knowledge tests in your specific area of certification** (see www.ets.org/praxis for test requirements and information); and,
- Complete two courses: EDU 202 – Educational Psychology and EDU 306 – Classroom Management.** Candidates may be admitted without completing these two courses if they have taught one year full-time in the area in which they are seeking certification. This year may be verified by the employing principal with a letter on letterhead stating that the candidate has been trained, participated in professional development activities, and evaluated by school personnel.

*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.

STAGE THREE: Enrollment in the Certification-Only Program

To be **enrolled in the program**, you must have met all requirements for acceptance to the program (as listed above), register for and begin to attend class(es), and pay all tuition and fees. At this point, you may request that a prescription letter be written to your employer to state eligibility for a Practitioner License (PL2).

The applicant must (without exception) complete the following conditions in order to maintain enrollment in the Certification-Only Program:

3. 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;
4. Earn a minimum grade of “B” in all professional-education courses; and,
5. 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.**

**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.

STAGE FOUR: Completion of Certification-Only Program

Once you are enrolled in the program, all courses and requirements must be completed within three years. The course requirements for both the elementary and secondary areas are listed below:

PROGRAMS OF STUDY

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 304A – Learner with Special Needs	EDU 304A – Learner with Special Needs
EDU 312 – Methods of Teaching Math	EDU 309 – Human Growth and Dev.
EDU 308 – Methods of Tch. Reading/ELA	EDU 311 – Reading in the Content Areas
EDU XXX – Reading Methods	
EDU XXX – Reading Methods	
BEFORE TAKING ANY ADDITIONAL COURSES, PLEASE READ THE INFORMATION BELOW**	
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
TOTAL PROGRAM = 33 hours	TOTAL PROGRAM = 27 hours

**Once you have completed the courses above this line, you must pass the PRAXIS I (PPST) and the PRAXIS II content knowledge tests in your specific area of certification (the scores must have been received by the College) before enrolling in the methods or internship courses. If you are a full-time teacher at an accredited school in the area in which you are seeking certification, you may enroll in the night sections of the courses below. If you are not currently teaching, you may enroll in these courses in the daytime sections. If completing these courses during the day, you will be assigned a school in which to complete the field experience requirements. Candidates who have accumulated three years of successful teaching experience in an approved Louisiana school in the correct area of certification may have the internship courses waived.

EDU 306 – Classroom Management
Dr. R. Houston – rhouston@olhcc.edu – You must email Dr. Houston as soon as you have registered for this class.

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.