

Information for Secondary Education Students Post Baccalaureate Certificate in Secondary Education (PBCSE)

General Information

Students are required to examine the General Catalog for information concerning course prerequisites, credit/no credit grading option, repeating courses policies, and academic regulations.

Students should budget time in their schedules to allow for hours beyond the regular class time for on-site school visits and observation-participation (internship) periods when taking ITE 402.

Important information from the University of Hawai'i, College of Education, and your instructors may be sent to your UH Email Account (your UH username@hawaii.edu); **therefore, you must check your UH email on a regular basis.** Please also use this account when sending an email message to any University faculty/staff member. Email sent to or received from your UH Email Account is considered an official channel of communication by the University. Follow the College of Education on Facebook & Twitter for important updates as well.

You are requested to give your consent to the COE to have your social security number released for the following four purposes:

- Hawai'i Department of Education—To conduct a fingerprinting and background check required prior to participating in field experience and student teaching in DOE schools;
- Educational Testing Service (ETS)—To match your PRAXIS scores with the COE list of program completers, required for Title II reporting to the federal government;
- Hawai'i Teacher Standards Board—To verify that you are a COE program completer eligible for teacher licensure;
- Hawai'i Department of Education—To verify that you are a COE program completer eligible for DOE employment.

Your social security number will not be shared for any other purposes and the privacy of your information will be strictly protected at all times. You can give your consent by completing a form from OSAS.

Students must provide OSAS with written notification of address, telephone, and name changes.

Students should notify OSAS of any coursework being taken outside the regular Mānoa campus day schedule, e.g., courses taken through community colleges or any other institution of higher education. It is the student's responsibility to have official transcripts of such coursework sent directly to the UHM Office of Admissions.

Liability insurance is required. Visit OSAS for information or go to the following NEA Student Program website and complete the online application.

bit.ly/join-nea

All coursework taken to meet Post Baccalaureate Certificate in Secondary Education (PBCSE) and teacher licensing requirements must be on a letter grade (A, B, C, D) basis, unless noted as mandatory credit/no credit (CR/NC) courses. In addition, students must earn a grade of "C" or better in all professional education core courses.

Student Teaching (Residency)

Student teaching (residency) is your culminating experience in the College. PBCSE students must complete all academic major (if applicable) and professional education courses before student teaching (residency). In addition to completing all necessary coursework, students must achieve a minimum 2.75 cumulative GPA (2.50 for secondary math and science majors) and a minimum 2.75 cumulative GPA in the academic major (2.50 for secondary math and science majors). It is important that secondary education majors monitor their own cumulative GPA in the academic major.

For students majoring in PBCSE-Dance, Hawaiian, Latin of Theatre: in order to submit a student teaching application, you must document that you have completed 30 credits in your subject area with courses approved by the College of Education, OSAS.

For students majoring in Art, ESL, Health & Physical Education and Music: in order to submit a student teaching application, you must document that you have **passed** the PRAXIS Subject Assessment Content Knowledge Test with an official score report sent to the University of Hawai'i at Mānoa.

Student Teaching (Residency) Applications

Deadlines: February 15 for Fall
September 15 for Spring

Graduation Requirements

Study all graduation requirements as noted in the University of Hawai'i General Catalog and College of Education program sheets. You are responsible to meet all of the requirements in order to graduate.

Program variations should be documented in your permanent folder. This should be done in consultation with an OSAS Academic advisor. Program requirements do change. Should you drop out of the College of Education for more than one semester and a change in the program was made during the period you were not enrolled, you will be held to the current requirements upon your return.

Graduation Checkout

A graduation checkout is recommended one semester prior to student teaching (residency) for PBCSE students. The graduation checkout provides information regarding the number of credits and courses needed for completion and provides the student with ample time to complete course deficiencies.

Filing for Graduation

File a graduation application with OSAS no later than three weeks after you register for your final semester.

Deadlines: Early September for Fall graduation
Middle of January for Spring graduation
End of May for Summer graduation

Students must pay a graduation fee either online via MyUH Portal or in-person at the Cashier's Office after the charge has been posted.

Students who do not file for graduation by the appropriate deadline must file for graduation the following semester.

Teacher Licensing

Upon the approval of the faculty of the College of Education, graduates of the PBCSE program are recommended for licensure to the Hawai'i Teacher Standards Board (HTSB). For additional licensing information, please contact the HTSB at: www.htsb.org or ph. (808) 586-2616.

Transcripts

Upon graduation or completion of requirements for teacher licensing, have the University of Hawai'i at Mānoa Office of Admissions and Records send a final official transcript with DEGREE/COMPLETION OF A STATE-APPROVED TEACHER EDUCATION PROGRAM notation to the Hawai'i Department of Education. It is also recommended that students request a copy of their transcripts for their personal files.

Placement File

OSAS maintains a Teacher Placement File to assist graduates in the College of Education in obtaining teaching positions in Hawai'i and on the mainland. All inquiries should be directed to an OSAS academic advisor.

Professional Development

Students who are planning to take courses as unclassified graduate students after they graduate with a baccalaureate degree must file a Post-Baccalaureate Unclassified Admissions Application with the Graduate Education Office. For the application, information on deadlines, and other required forms, please visit the Graduate Education Admissions Office website below, www.manoa.hawaii.edu/graduate/ or call their office at ph. (808) 956-8544. Those desiring to return as classified graduate students should consult the appropriate graduate department.