## CONTENTS

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<td>25</td>
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</tbody>
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HISTORY OF THE COLLEGE OF EDUCATION

The College of Education can be considered the cornerstone college of Florida A&M University; it was the first and only college, department or major within the university at its inception in 1887. The College of Education (COE) currently retains its position of notoriety associated with superior accomplishment and acclaim to this university and within the nation. The COE remains among the top producers of African-American Teachers in the United States. The primary mission of the college is the production of exemplary professionals to serve in educational institutions who are informed, proactive, competent, and reflective practitioners. The College of Education administers the pre-service and in-service professional education and graduate programs encompassed within five (5) undergraduate and graduate degree granting departments: Elementary Education; Secondary Education and Foundations; Health, Physical Education and Recreation; Business and Technology Education; and the Department of Educational Leadership and Human Services. The College of Education in combination with the College of Arts and Sciences, known as the Professional Education Unit (PEU), provide the relevant curriculum for elementary, secondary, and graduate education programs supporting 19 undergraduate degrees and 18 graduate degrees. The COE purposes to: (1) assume leadership for the selection, guidance and professional preparation of teacher educators and practitioners who will serve in elementary, secondary and post-secondary schools, and other related agencies of Florida and the nation; and (2) provide a substantial foundation for advanced study as students choose to extend their educational preparation and pursuits. These purposes will be met through a foundation of general education, a planned sequence in professional education and rigorous graduate programs providing excellent preparation for professional pursuits, graduate study and post-graduate work.

Administration
Dean: Genniver C. Bell, Ed. D.
The Department of Secondary Education and Foundations does not offer a major at the undergraduate level; undergraduate teacher education programs at the secondary school level are offered through the appropriate departments (primarily in the College of Arts and Sciences) in the respective content areas. State-approved teacher education programs at the secondary level include art, biology, chemistry, economics, English, history, mathematics, music, physics, political science, and social sciences. The student should consult the respective department for additional information.

The Department of Secondary Education and Foundations offers the Master of Science (M.S.) and Master of Education (M.Ed.) degree, with specialization available in any one of six content areas: English, Social Sciences, mathematics.

Masters degree programs in Secondary Education are offered for individuals who have met all requirements for professional educator certification in the State of Florida and for individuals who have met certification requirement.

Undergraduate admission requirements:

- Students must have a grade point average (GPA) of 2.50 or better in basic general education course component or a 2.50 GPA from a completed baccalaureate program.
- Students must have passed the General Knowledge portion of the Florida Teacher Certification Examination (FTCE) or all sections of the CLAST (exemptions are not applicable for admission into the teacher education programs).
- Students must meet all “Gordon Rule” requirements.
- Students must have a grade of “C” or better in the required courses taken as part of the General Education Preparation Program.
- Students must successfully complete a criminal background check, have proof of medical insurance, liability insurance and a pre-admission interview by the College of Education Admissions Committee.

Graduate Admission Requirements:

- A minimum combined score of 1,000 on the Verbal and Quantitative sections of the Graduate Record Examination, or
- A 3.00 (on a 4.00 scale) cumulative grade point average (GPA) covering the last ninety (90) quarter hours or sixty (60) semester hours of the undergraduate preparation, or
- Possession of an undergraduate degree from an accredited institution of higher education.
- Three letters of recommendation, with two (2) from former professors
- Eligible for or possess a Florida educator’s teaching certificate.

Degrees Offered:
Undergraduate degrees [through the College of Arts and Sciences] in: (NOTE: Foundations courses are taught in the College of Education)

- Art
- Biology
- Chemistry
- English
- French
- History
- Math
- Music
- Physics
- Political Science
- Spanish
- Theatre

M.S. or M.Ed. in Secondary Education with concentrations in the following areas:

- Biology -Suspended
- Chemistry -Suspended
- English
- Social Sciences
- Physics-Suspended
- Mathematics
- French-Suspended
- Spanish-Suspended

Graduation Requirements:

Undergraduate teacher education candidates must complete all portions of the General Knowledge Test prior to being admitted to the upper division of the Professional Education Unit (PEU), pass the professional Knowledge portion of the Florida Teacher Certification Examination prior to student teaching and graduation, and successfully complete an “acceptable” electronic portfolio.

Graduate teacher education candidates who are seeking initial certification must complete the requirements for admittance into upper division of the PEU, complete student teaching or appropriate credit from public school teaching, achieve an “acceptable” grade on the Secondary Education Comprehensive Examination, and successfully complete an “acceptable” electronic portfolio. Candidates who entered the program as certified teachers must receive an “acceptable” score on the Secondary Education Comprehensive Examination and the electronic portfolio for graduation.

Departmental Regulations

Undergraduate Admission to Teacher Education
Students must have a grade point average (GPA) of 2.50 or better in the basic general education course component or a 2.50 GPA from a completed baccalaureate program.

- Students must have passed the General Knowledge of the Florida Teacher Certification Examination (FTCE) or all sections of the CLAST (exemptions are not applicable for admission into the teacher education programs).

- Students must meet all “Gordon Rule” requirements.

- Students must have a grade of “C” or better in the required courses taken as part of the General Education Preparation Program.

- Students must successfully complete a criminal background check, to include health and liability insurance, and a pre-admission interview by the College of Education Admissions Committee.

- Students must then complete their discipline content courses in the College of Arts & Sciences for their respective majors.

**Internship Placement and Completion of the Approved Teacher Education Program**

- Students must have completed all courses required in a teacher education curriculum (including content courses in the College of Arts & Sciences).

- Students must have a cumulative and field of study G.P.A. of 2.50 or better prior to the deadline for submission of the student teaching pre-application.

- Students must have passed the General Knowledge Subtest of the Florida Teacher Certification Examination (FTCE). Students who took and passed all section of the CLAST prior to July 1, 2002 will not be required to take the General Knowledge subtest (FTCE). They can use those scores in place of the General Knowledge Test. Students who took and passed certain portions of the CLAST prior to July 1, 2002 may use those scores for completion of the FTCE-General Knowledge Test.

- Students must have also passed the FTCE-Professional Education Subtest and the FTCE-Subject Area Subtest in addition to the General Knowledge Subtest prior to the deadline for submission of the student teaching pre-application.

- Students must have passed the CLAST or received and exemption or a waiver for graduation from the University.

**Transfer Provisions**

Any student who received an Associate of Arts degree from a Florida public community college will be considered to have satisfied general education requirements at FAMU and to have completed 60 semester hours of lower division course work to be credited toward graduation. However, requirements for majors during the first two years that are not included in the A.A. degree are individually reviewed and evaluated. The courses of out-of-state transfer students and students with Associate of Science degrees are individually reviewed and evaluated.
Academic Advisement and Advisors

Academic advisement is a process designed by the university to assist students in taking the proper sequence of required courses. To facilitate academic advisement, each student is assigned an academic advisor. The purpose of the academic advisor is:

- To assist students in choosing the right courses to take in your major,
- To apprise students of the academic standards of the university, and
- To monitor students’ educational progress in an effort to avoid becoming academically bankrupt (“flunking out”). Students will be assigned an academic advisor at the beginning of their first term in attendance at the university (FANG Student Handbook, p. ---, and 2007-2008).

The Center for Teacher Preparation and Career Development

The College of Education has identified the “Center” as that “essential resource facility” whose major responsibility is to assist in the preparation of undergraduate teacher education majors for entry into the teaching profession for elementary and secondary schools of Florida and the nation. This responsibility is carried out via academic advisement, instruction and professional development. The Center provides various activities that are designed to produce teachers who are professionally astute exemplary, confident, analytical, reflective, proactive and ethical.

Students should contact the Center for Teacher Preparation and Career Development upon acceptance into the University. Students will be assigned an advisor; an academic profile will be developed; and an analysis of admissibility into the professional teacher education programs will be given. These services will be provided to students each semester of enrollment. Once students are admitted to Teacher Education, the department chairperson assigns students an advisor in the student’s respective degree program. For more information, contact Donald McBride donald.mcbride@famu.edu or 850-599-3619.

Field Based and Clinical Experiences

The purpose of the field/clinical experiences is to provide Secondary Education pre-service teachers an opportunity to actively participate in structured field/clinical experiences using an integrated approach. During these experiences, the pre-service teachers are exposed to different teaching methods, strategies, and techniques employed by a diverse population of teachers in diverse school environments. Careful planning, monitoring, and assessing of the pre-service teachers characterize the field-based and clinical experiences. These experiences include activities in satellite and cooperating schools, as well as at the university.

Field-based experiences are activities conducted at a school site, a school administration center, a school clinic, or a community agency. These experiences might include classroom observations, tutoring, assisting school administrators or teachers, participation in school and community-wide activities. Planning is an on-going process shared by the professional education unit and the appropriate agencies.
Clinical experiences are those activities that are characterized by carefully planned stipulated goals, required activities, projected performance levels and evaluation of growth. Included are experiences gained from micro teaching clinics, participation experiences, skill clinics, and the development of case studies of individual students, curriculum development clinics, and the use of instructional technology and/or comp These are conducted either as school-based or campus-based experiences. Activities excluded from the criteria for clinical experiences include general observations, voluntary community service, orientation visits, teacher assistance, and periodic visitations to educational settings. Specific information about class assignments is provided by the field clinical instructors during class.

All students enrolled in selective courses requiring completion of Field Clinical hours in Leon County School District must be approved by the Office of Student Teaching, to include background check, health insurance and liability insurance. Proof of meeting these requirements must be on file prior to initiation of any clinical experiences, and usually last 4-5 years. Requirements may slightly differ with counties other than Leon County School District.

LiveText

LiveText is a web-based tool for developing, assessing, and measuring student learning and more. Students are required to purchase LiveText the second semester of the freshman year from the University Bookstore or online. Purchase of LiveText is required for students enrolled in EDG 3004, Overview & Orientation. Students will use this tool to develop his/her own electronic portfolio online with assistance from instructors in the Professional Education Unit, directing teachers (field experiences), supervising teachers (clinical/internship), and faculty in their respective area of certification.

**UNDER GRADUATE FOUNDATIONS COURSES**

**CURRICULUM AND PLANNING GUIDE**

<table>
<thead>
<tr>
<th>stamp:</th>
<th>Date:</th>
<th>Advisor’s stamp:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term taken</td>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>ENC 1101 Freshman Communication Skills I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSC 1100 Health for Modern Living</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GLY 2001 Earth &amp; Space Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HUM 2211 Historical Survey I (Humanities)</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>

☐ Meet with Advisor

<table>
<thead>
<tr>
<th>Date:</th>
<th>Advisor’s stamp:</th>
</tr>
</thead>
</table>
### Second Year

<table>
<thead>
<tr>
<th>Term taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td></td>
</tr>
<tr>
<td>Freshman Communication Skills II</td>
<td></td>
</tr>
<tr>
<td>MAC 1114</td>
<td>OR</td>
</tr>
<tr>
<td>College Trigonometry</td>
<td></td>
</tr>
<tr>
<td>MGF 1106</td>
<td>OR</td>
</tr>
<tr>
<td>Liberal Arts Math I</td>
<td></td>
</tr>
<tr>
<td>MGF 1107</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Math II</td>
<td></td>
</tr>
<tr>
<td>PSC 1121</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>AMH 2010</td>
<td>OR</td>
</tr>
<tr>
<td>American History I</td>
<td></td>
</tr>
<tr>
<td>AMH 2020</td>
<td>OR</td>
</tr>
<tr>
<td>American History II</td>
<td></td>
</tr>
<tr>
<td>LIT 2110</td>
<td></td>
</tr>
<tr>
<td>Introduction to Literature I OR</td>
<td></td>
</tr>
<tr>
<td>LIT 2120</td>
<td></td>
</tr>
<tr>
<td>Introduction to Literature II</td>
<td></td>
</tr>
<tr>
<td>SYC 2000</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
</tbody>
</table>

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- Meet with Advisor.
- Attend required LiveText orientation workshop. Time, date and place available from Advisor.

### First Year

<table>
<thead>
<tr>
<th>Term taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2091</td>
<td></td>
</tr>
<tr>
<td>Overview &amp; Introduction to African American History</td>
<td></td>
</tr>
<tr>
<td>SPC 2600</td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>EME 2040</td>
<td></td>
</tr>
<tr>
<td>Introduction to Educational Technology</td>
<td></td>
</tr>
<tr>
<td>MTG 2206</td>
<td></td>
</tr>
<tr>
<td>Geometry</td>
<td></td>
</tr>
<tr>
<td>EDF 1005</td>
<td></td>
</tr>
<tr>
<td>Introduction to Education</td>
<td></td>
</tr>
</tbody>
</table>

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- Meet with Advisor.
- Take the General Knowledge (GK) portion of the Florida Teacher Certification Exam (FTCE) after completing Math and English requirements and before admittance to the teacher preparation program. (See [http://www.firn.edu/doe/sas/ftce/ftcesche.htm](http://www.firn.edu/doe/sas/ftce/ftcesche.htm) for test registration schedule.)
- If you don’t have at least a 2.5 in your Math and English courses take the College Level Academic Skills Test (CLAST). (See [http://www.firn.edu/doe/sas/clast/clstsche.htm](http://www.firn.edu/doe/sas/clast/clstsche.htm) for test registration schedule). If you do have a 2.5 or higher in Math and English and have passed the GK, apply for a CLAST waiver in CLAST Office of School for General Studies, 201 GEC-A. English GPA _____ Math GPA _____
- Get background check and fingerprints. Applications are available from the Office of Student Teaching, 301 GEC-B. Take completed application to Personnel Services, Leon County Schools, 2757 West Pensacola Street, Tallahassee, Florida 32304. Once it is issued, bring clearance card to Office of Student Teaching.
Second Semester Sophomore Year

Term taken | Grade
---|---
BSC 1005 | Biological Science with Lab | 4
DEP 2004 | Human Growth & Development | 3
EDF 3430 | Measurement and Evaluation of Educational Growth | 3
EDF 2085 | Introduction to Diversity for Educators | 3

☐ Meet with Advisor.

☐ Apply to Center for Teacher Preparation for admittance to Secondary Education program. As part of the admission process submit LiveText electronic portfolio with artifacts from DEP 2004, Human Growth & Development; EME 2040, Introduction to Educational Technology; EDF 1005, Introduction to Education; EDF 2085, Introduction to Diversity for Educators. Take part in Admissions interview as part of application process.

General Education GPA _____

☐ After acceptance into the program, meet with Department Chairperson in the appropriate department in the College of Arts and Sciences to program to complete content course in respective discipline.

First Semester Junior Year

Term taken | Grade
---|---
TSL 3371 | Introduction to ESOL Theories and Practices | 3
RED 3333 | Reading In the Content Area | 3
XXXX | CONTENT COURSES | 12

☐ Meet with Advisor.

☐ Take Professional Education portion of the FTCE. (See http://www.firm.edu/doe/sas/ftce/ftcesche.htm for test registration schedule.)

Second Semester Junior Year

Term taken | Grade
---|---
ESE 3341 | Theory & Practice In Secondary Schools | 3
XXXX | Methods of Teaching In the Content Area | 3
XXXX | CONTENT COURSES | 12

☐ Meet with Advisor.
☐ Take FTCE Secondary Education Subject Area Exam. (See http://www.firn.edu/doe/sas/ftce/ftcesche.htm for test registration schedule.)

☐ Attend Prospective Student Teacher meeting (in August for the Spring of the following year and February for the Fall of the same year). Check with Office of Student Teaching for time and place.

  Date: Office of Student Teaching stamp:

☐ Submit Pre-Student Teaching Application to the Center for Teacher Preparation to verify all required examinations and classes have been passed and that 2/3 of the LiveText electronic portfolio is complete.

  Date: Center for Teacher Preparation stamp:

☐ If all requirements are met, the Center for Teacher Preparation will generate an Approval Letter that the student picks up for submitting with the Student Teaching Application to the Office of Student Teaching by the deadline date.

  Date: Office of Student Teaching stamp:

Advisor comments:

First Semester Senior Year

Term taken

<table>
<thead>
<tr>
<th>Term taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESE 4930</td>
<td>Instructional Seminar In Secondary Education</td>
</tr>
</tbody>
</table>

☐ Meet with Advisor.

  Date: Advisor’s stamp:

☐ If the Student Teaching Application is approved, the Office of Student Teaching notifies the student of his or her placement.

☐ Attend three-day pre-student teaching seminar before beginning student teaching.

☐ Apply to the Secondary Education Department for graduation.

Second Semester Senior Year

Term taken

<table>
<thead>
<tr>
<th>Term taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDE 4943</td>
<td>Student Teaching (internship)</td>
</tr>
<tr>
<td></td>
<td>122 – 128 (hours vary by content area)</td>
</tr>
</tbody>
</table>

☐ Attend post-student teaching seminar and Career Fair after student teaching is completed.

☐ Meet with FAMU College Supervisor for a final LiveText electronic portfolio check and a final review of grades from observation visits.

  Date: College Supervisor’s stamp:

☐ Take part in exit interview with Office of Student Teaching.

  Date: Office of Student Teaching stamp:

☐ Attend Apple Pinning ceremony.

☐ Attend graduation rehearsal.

11
Attend graduation.
Advisor comments:

Graduate Curriculum Guides

The Secondary Education and Foundations curriculum is organized to provide approximately two years of professional and specialized graduate education. (See the Secondary Education curricula for a complete list of specific general and professional courses).

Secondary Education Required Course Sequence
for Masters Degree Programs

These course sequences are to be followed in a prescribed order, agreed upon by graduate candidate and his/her advisor. Students must take classes in prescribed order to best allow the College of Arts and Sciences to program sufficient Content Area classes each semester, and to prepare exemplary professional educators to meet licensure requirements.

Curriculum Guides
Master of Science In Education
Secondary Education Continues Course Descriptions

Graduate Faculty
Professor: Manson, Tony J. (Chair)
Associate Professors: Ellis, Rufus; Ervin, Charles; Kelley, Bernadette; Wallace, Renee E.
Assistant Professor: Stewart, Endya

Secondary and Intermediate School Education
Master of Education/Master of Science

A student who desires to pursue the master of education or the master of science degree in secondary education with concentration in English, history, mathematics or science must meet all the requirements of the university and the School of Graduate Studies; in addition, a candidate will hold a bachelor’s degree and normally will hold, or will be eligible for, a Florida educator’s certificate. Provision is made, however, for students who have not met certification requirements in the state of Florida. The subject matter area of the student’s program, composed of eighteen (18) semester hours of content courses, is planned jointly by faculty members from the Department of Secondary Education and Foundations and from the respective content area. The College of Education has a state approved Professional Teacher Option (PTO) Program as an alternative to certification for students who hold degrees in certain non-education programs.

Curriculum Guides
I. For candidates who already hold Florida educator certification. Master of Education (M.Ed.)
A. Select one:

Sem. Hrs.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 5543 Philosophical Foundation</td>
<td>3</td>
</tr>
<tr>
<td>EDF 5608 Sociological Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>B. Select one:</strong></td>
<td></td>
</tr>
<tr>
<td>ESE 5215 Secondary School Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5415 Evaluation in the Secondary School</td>
<td>3</td>
</tr>
<tr>
<td><strong>C. Required of all students:</strong></td>
<td></td>
</tr>
<tr>
<td>EDF 5481 Introduction to Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>EDG 5791 Seminar in Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5935 Seminar in Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>D. Content Area Courses</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>E. Electives (chosen by the student and advisor)</strong></td>
<td></td>
</tr>
<tr>
<td>EDF 5211 Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5035 Innovations in Secondary School Curriculum</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 36

**II. For candidates who do not hold Florida educator certification.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 5543 Philosophical Foundation</td>
<td>3</td>
</tr>
<tr>
<td>EDF 5211 Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDF 5608 Sociological Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>B. Select one:</strong></td>
<td></td>
</tr>
<tr>
<td>ESE 5035 Innovations in Secondary</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5215 Secondary School Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5415 Evaluation in the Secondary School</td>
<td>3</td>
</tr>
<tr>
<td><strong>C. Required of all students:</strong></td>
<td></td>
</tr>
<tr>
<td>EDF 5481 Introduction to Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>EDG 5791 Seminar in Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5935 Seminar in Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>D. Content Area Courses</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>E. Electives</strong></td>
<td></td>
</tr>
<tr>
<td>EDF 5211 Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ESE 5035 Innovations in Secondary School Curriculum</td>
<td>3</td>
</tr>
<tr>
<td><strong>F. Thesis</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 36
### Master of Education (M.Ed.):

**A. Required of all students:**
- EDF 5481 Introduction to Educational Research 3
- EDF 5608 Sociological Foundations of Education 3
- EDG 5791 Seminar in Multicultural Education 3
- ESE 5215 Secondary School Curriculum 3
- ESE 5415 Evaluation in the Secondary School 3

**B. Select one:**
- EDF 5543 Philosophical Foundation or 3
- EDF 5211 Advanced Educational Psychology

**C. Select one:**
- ESE 5035 Innovations in Secondary School Curriculum or 3
- ESE 5935 Seminar in Secondary Education

**D. Content Area Courses** 18

**E. EDG 5944 Student Teaching**

**F. XXXX Methods of Teaching in the Content Area**

**G. RED 3333 Reading in the Content Area (cert. requirement)***

| Total | 48 |

*** Required for certification, but does not count towards the degree.

### Master of Science (M.S.) in Education

**A. Required of all students:**
- EDF 5481 Introduction to Educational Research 3
- EDF 5608 Sociological Foundations of Education 3
- ESE 5215 Secondary School Curriculum 3

**B. Select one:**
- EDF 5543 Philosophical Foundation 3
- EDF 5211 Advanced Educational Psychology 3

**C. Select one:**
- ESE 5035 Innovations in Secondary School Curriculum 3
- ESE 5415 Evaluation in the Secondary School 3
- ESE 5935 Seminar in Secondary Education 3

**D. Thesis** 6

**E. Content Area Courses** 18

**F. EDG 5944 Student Teaching** 6

**G. XXXX Methods of Teaching in the Content Area** 3

**H. RED 3333 Reading in the Content Area (cert. requirement)*** 3
Secondary Education Continues Course Descriptions

**EDF 5120 Child Development** (3) Basic concepts, theories, principles and methods of studying children. Intensive study of age-level developmental characteristics.

**EDF 5136 Adolescent Psychology** (3) Designed to produce teachers who can intelligently guide the growth and development of adolescents. Includes learning experiences involving a study of the meaning of adolescence in America, the physical and psychological dimensions of adolescence and other relevant components.

**EDF 5211 Advanced Educational Psychology** (3) The role of principles of psychology in methods of teaching, formulation of objectives, evaluation of learning, and cognitive development of learners.

**EDF 5219 Modalities of Learning and Human Development** (3) Emphasis on theoretical bases for considering the dimension of human learning and development with a focus on the interrelationships among different stages of the life span and among the physical, intellectual, social, and personality influences.

**EDF 5285 Instructional Development of Computer Courseware** (3) Methods of systematically designing instructional materials for the computer; overview of CAI and CMI components and characteristics; hands-on use of programming languages appropriate for AI and CMI development.

**EDF 5287 Instructional Technology** (3) Applying instructional system principles to learning and teaching problems.

**EDF 5400 Basic Statistics** (3) An introductory statistics course. The course includes descriptive statistics and selected parametric statistical techniques of analysis.

**EDF 5434 Testing and Evaluation** (3) Selection, administration, interpretation, and utilization of standardized tests; construction of tests; uses of tests for various purposes.

**EDF 5481 Introduction to Educational Research** (3) Methodology of research in behavioral sciences, documentation, measurement, data analysis, and reporting. Students evaluate existing research and design new studies.

**EDF 5543 Philosophical Foundations of Education** (3) Major philosophies of education with emphasis on developing skills in using tools and techniques of philosophy in analyzing education theories, concepts, and issues.

**EDF 5608 Sociological Foundations of Education** (3) An examination of the significant socio-cultural forces underlying major social problems confronting American education. The focus will be on special problems of rural and urban schools as related to minority groups.

**EDF 5735 Research in Educational Computing** (3) Overview of findings on the effectiveness of computers in instruction; techniques and procedures in conducting research on computer uses in education; research project required.

**EDF 5939 Seminar in Research Design** (3) Prereq: EDF 5481. Identification, planning, and implementation of research projects in education, including synthesis of research techniques in formulating designs. Each student is required to defend an original research design.

**EDF 5971 Master’s Thesis** (3-6) Student designs, conducts, and reports on an original research project undertaken with support of thesis committee. Offered on a pass-fail basis, credit determined by student’s thesis committee.

**EDG 5706 Human Relations Skills** (3) Examinations of the concepts, attitudes, habits, values, skills and techniques which promote relating effectively to other individuals and various subgroups other than one’s own; study of the processes and specific strategies which promote positive human relations in multicultural
classrooms.

**EDG 5708 Populations, Concepts and Strategies in Multicultural Education** (3) Examination of the origins, characteristics, cultures, lifestyles and contributions of the socially, ethnically, racially, socio-economically mixed populations in the United States; critical study of the nature, characteristics, purposes, values, terminology, concepts and components of multicultural education.

**EDG 5791 Seminar in Multicultural Education** (3) Designed to facilitate teaching in a multicultural setting; emphasis on understanding various subcultures and promoting favorable interaction among members thereof. Field experience required.

**EDG 5906 Directed Individual Study** (1-6) Prereq: Consent of instructor. Intensive study of topics fitting a particular student’s needs and interests.

**EDG 5931 Seminar in Special Topics** (3) An examination of special topics in education focusing on teaching skills. The course focuses on the Florida Teacher Certification competencies.

**EDG 5939 Seminar in Affective Education** (3) Analysis of technology and methods useful in creating a learning climate likely to produce both cognitive and affective changes in children. Field experience required.

**EDG 5944 Student Teaching** (6-12) Supervised teaching in a public school.

**ESE 6935 Seminar in Special Topics** (3) An examination of special topics in education, including classroom management and curriculum content.

**EDM 5245 The Middle School Program** (3) Designed to give particular attention to a critical analysis of current theory and practice in the nature, purpose, organization, administration, and curriculum of the middle school program. Special emphasis is placed upon the social, economic, and educational bases operating to bring about changes in the curriculum.

**EDS 5351 Supervision of Student Teaching** (3) Designed to prepare inservice teachers to supervise student teachers/interns. Provides knowledge and skills enabling teachers to become effective resource and support persons for interns.

**EME 5403 Fundamental Computer Concepts and Skills** (3) Review of computer capabilities and limitations, parts of computer systems, and computer uses in various environments. Experience with several of the most common computer uses; programming, record keeping, and calculating.

**EME 5420 Microcomputers for School Administration** (3) Review of, and skills in using, computer tools to support school administrative functions. Identification of appropriate computer products for each administrative need and estimation of resources and requirements for implementing various products and applications. Skills in word processing for clerical support, spreadsheets for budgeting, data bases for record keeping.

**EME 5425 Computer Concepts for School Administrators** (3) Concepts and skills in computer technology for principals and school district administrators. Analysis of school computer needs and matching of products and techniques to each need. Skills in using computers for clerical support, financial records, and student/personnel record keeping.

**ESE 5035 Innovations in Secondary School Curriculum** (3) Promising approaches to effecting functional curriculum change in the high school; emphasis on innovative techniques and instructional media for the multicultural classroom.

**ESE 5215 Secondary School Curriculum** (3) Designed to develop educators who are competent in structuring an effective secondary school curriculum for youth.

**ESE 5415 Evaluation in the Secondary School** (3) Points of view, methods, and techniques used in appraising behavioral growth of pupils, adequacy of instructional programs and facilities, and an examination and appraisal of instruments used in evaluating secondary schools. Emphasis will be on effective evaluation for multicultural populations.
**ESE 5935 Seminar in Secondary Education** (3) A reviews of basic concepts in secondary education. A thorough examination of current educational polices, practices, professional ethics, classroom management and school safety issues and trends in secondary education.

**ESE 6939 Special Topics: SACS** (3) Designed to give particular attention to a critical analysis of current theory and practice in the nature, purpose, organization, and administration of the self-study for the Southern Association of Colleges and Schools. Focuses on a specific content or service area.

**Supplemental**

The following course is required for certification but does not count toward the degree:

*** Reading in the Content Area

- Apply for admission for graduate studies with the School of Graduate Studies and Research, Florida A&M University ([www.famu.edu\graduatetudies](http://www.famu.edu\graduatetudies)).
- Meet with Secondary Education Department Advisor to determine course of study. *(Note: graduate students pursuing non-thesis tract may have lead advisor from either college).*
- Meet with College of Arts and Science advisor to determine Content courses to be taken. *(Note: graduate students pursuing a thesis tract must have lead advisor in department of secondary Education)*
- Receive advisement from assigned Advisor in the Department of Secondary Education and Foundations, and in appropriate department in the College of Arts and Sciences, for respective Content areas. Download the College of Education Professional Education Unit Student Handbook ([http://www.famu.edu/education/PEU%20Student%20Handbook.pdf](http://www.famu.edu/education/PEU%20Student%20Handbook.pdf)).
- Meet with each advisors at least once per quarter for progress report, advisement, and course selection
- For students seeking initial certification, seek advisement in the Center for Teacher Preparation and Career (The Center) Development for requirements for admittance perform student teaching. Once approve by The Center, Department of Secondary Education will refer to the Office of Student Teaching for processing, and placement for student teaching. Student teaching Supervising Teacher will be assigned by the Office of Student Teaching, in coordination with the Department of Secondary & Foundations, and the College of Arts and Sciences. *(Note: non-certified graduate students seeking initial teacher certification must enroll in RED 5336 Reading in the Content Area and EDG 5944, Student Teaching).*
- Get background check and fingerprints. Applications are available from the Office of Student Teaching, 301 GEC-B. Take completed application to Personnel Services, Leon County Schools, 2757 West Pensacola Street, Tallahassee, Florida 32304. Once it is issued, take clearance card, proof of medical insurance, and liability insurance to the Office of Student Teaching. All students enrolled in selective courses requiring completion of Field Clinical hours in Leon County School District must be approved by the Office of Student Teaching, to include background check, health insurance and liability insurance. Proof of meeting these requirements must be on file prior to initiation of any clinical experiences, and usually last 4-5 years. Requirements may slightly differ with counties other than Leon County School District.
Purchase LiveText either through the FAMU Bookstore or online (https://secure.livetext.com/misk5/buy?site=college) to use in EME 2040, Introduction to Educational Technology, and EDG 3004 Overview & Orientation.

Attend required LiveText orientation workshop. Time, date and place available from Advisor.

Complete 3 artifacts, in accordance with FAMU College of Education Conceptual Framework, FEAPs, and other standards appropriate to individual majors, in Live Text electronic portfolio during course work. Students who are completing initial certification will complete two thirds of requires artifacts prior to student teaching, and the remainder during the student teaching experience. Artifacts will be graded by Supervising Teacher. E-portfoio for students not seeking initial certification will be graded by the Department of Secondary Education advisor.

Apply to Department of Secondary Education for graduation in accordance with University calendar.

Meet with Department of Secondary Education advisor to plan for and discuss taking Comprehensive Examination.

Take Comprehensive Examination in either November or March.

GRADUATION

General Information/Policies and Procedures

REGISTRATION AND GENERAL REGULATIONS

Registration – Students are responsible for complying with all regulations governing registration, change-of-schedules (drop/add), tuition payment, and other requirements described either in this bulletin or advised by the administration otherwise. Every registrant must arrange a class schedule with a faculty advisor at the time and place designated. Degree seeking students are encouraged to take advantage of the university’s web registration system via OurFAMU. Students are able to register for classes from home or anywhere in the world. Students may consult the schedule of class booklet and the website at www.famu.edu for detailed instructions.

Failure to register for a course or courses by the close of the formal registration period (the registration period prior to the first day of classes) will result in the assessment of a late registration fee of $100.00. No student will be permitted to register after “the last day to register,” as listed in the university calendar unless appropriate approval is granted.

Registration Holds – A student’s registration is placed on hold based on a variety of financial and administrative reasons. Students are notified of registration holds prior to each registration period and are required to clear all holds before being allowed to register. Please see the University website for a detailed description of all hold codes.

Class Schedule Changes (Add/Drop) – Changes in class schedules may be made only with consent of the advisor and the dean of the college or school in which the student is registered. NO changes in class schedules may be made after the date stipulated in the calendar for making changes. The time limit for adding or dropping a course is published in the University calendar. No student will receive credit for any course or courses for which the student is not properly registered, although the student attends class and a grade is reported to the student registrar.
Curriculum Changes – In response to changes in education and in order to keep in line with occasional changes in certification requirements, the curriculum of one or several divisions or departments may change; such changes may extend the normal time of course requirements for a degree. A student who has been in regular attendance and has taken and passed the prescribed program of work each term may expect to obtain a degree normally in eight semesters. Any other student may be required to spend longer periods of time and must meet any added requirements introduced in the curriculum, including grade point average required, total number of credit hours required, etc.

DEPARTMENT REGULATION

STUDENTS ARE ABSOLUTELY REQUIRED TO INITIALIZE AND USE THEIR FAMU.EDU EMAIL ADDRESSES. FACULTY AND STAFF WILL NOT RESPOND TO YOUR EMAILS UNLESS YOU USE YOUR FAMU.EDU DOMAIN. Please call the department office (599-3123) if you need assistance in initializing or maintaining your FAMU email address.

Academic Honesty

This policy applies to any student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Stealing, buying, selling, or referring to unauthorized written, oral or electronic information. Procedures are available in the Office of the Dean.

Class Attendance

Students are responsible for all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete assignments or for permission to take make-up examinations or quizzes.

Absence from class for cause: (a) participation in recognized university activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no immediate control will be excused by the dean or director of the unit in which the student is enrolled.

Class attendance is compulsory for all students. A student will be permitted one unexcused absence per credit hour of the course he/she is attending. A student exceeding the number of unexcused absences will be dropped from the course and assigned the grade of “F.” Students may be readmitted to the class with the dean’s and the instructor’s permission. The dean’s letter of permission will become a part of the student’s permanent record.

Forgiveness Policy and Procedures

An undergraduate student may improve his/her GPA by repeating an undergraduate course (1000-4999) in which a grade of “D” or “F” was received. Only the grade and grade points received in the final attempt shall be used in computing the student’s cumulative grade point average. However, effective Fall 2004 only three such requests are available to the student during the student’s undergraduate career. Such application for grade forgiveness must be made, at the appropriate time, in writing, to the Office of the Registrar. All attempts for a given course and all grades will remain on the student’s transcript. When a student repeats an undergraduate course (1000-4999) in which the grade of “D” was previously received, the first attempt is forgivable under certain conditions:
I. The course is repeated because it is a major course or a course required by the major where the minimum grade of “C” is required.
II. The course is repeated under Rule 6C3-4.09 of Florida A&M University where the minimum grade of “C” is required.
A student must petition the advisor, department or division chairperson, dean or university registrar in order to have this policy applied.
Courses with numbers 5000-8999 are specifically excluded. Graduate students and former students who had earned bachelor degrees are excluded.

University and Course Withdrawals:

Withdrawal from the University- A student who desires to withdraw from the university must contact to the director of the Center for Human Development and explain the circumstances which he or she feels require him or her to withdraw from the university. Upon approval by the director, the withdrawal form will be completed and signed by the director and the student. The student is required to turn in all residence hall keys, if applicable, to the counselor of the dormitory in which the student is residing and meet all other stipulations required by the university. When the above signatures have been placed on the withdrawal form, the student must file the form with the university registrar by the deadline published in the University calendar for the term in which the withdrawal is sought. This procedure is to be followed by all students both on campus and off-campus.
Any student who withdraws from the university during the regular or late registration periods will not receive grades at the close of the term. A student who officially withdraws after “the last day to register” but during the first eight weeks will receive W at the close of the term. For information on refunds, see Refund Policy. A grade of “F” for each course will be given to any student who leaves the university without filing a withdrawal form with the Registrar’s Office.

Withdrawal from a course(s)- Under exceptional circumstances, it may be necessary for a student to withdraw from a course after the deadline for add/drop. Such withdrawals are accomplished upon the recommendation of the student’s academic adviser to the dean, who will forward the appropriate form to the university registrar. Withdrawal from a course must be accomplished prior to the published deadline. A machine printed “W” will appear on the class roll/grade roll for all courses for which a student has been withdrawn. No refund of fees is made.

Administrative Withdrawal- A student may be administratively withdrawn with fee liability from a course(s) by the academic department if the student registered for the course without appropriate signature or permission.
Students who are administratively withdrawn from the University for violation(s) of the University’s Student Code of Conduct are not entitled to any refund from any fees paid during the semester in which there is cause for withdrawal.

University Withdrawal Committee- The student may petition the University Withdrawal Committee for a retroactive (after the published term withdrawal deadline) term withdrawal based on documented circumstances beyond the student’s control within 12 months after the end of the term for which the withdrawal is sought. Students seeking retroactive course withdrawal should report to the Registrar’s Office for further direction. Students should be aware that requests for withdrawal and retroactive term withdrawals will negatively impact the award of current and prior financial aid as well as enrollment status for the affected term.
ACADEMIC REGULATION APPEALS
COMMITTEE PETITIONS
The Academic Regulation Appeals Committee considers petitions from undergraduate students seeking exceptions to the academic regulations stated in the FAMU Catalog. Appeal applications must be filed and considered prior to graduation. The following type of appeals may be filed:
* Waiver of Academic Suspension
* Late or retroactive course withdrawal (limited to one year after course enrollment)
* Late add or registration (limited to the next semester)
* Late application for graduation (limited to four weeks after the published term deadline)

NOTE: Supporting documentation must accompany all appeal petitions.
Applies requests must be picked up from college/school of your major. Non-degree (special) students must petition through the Registrar’s Office. Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representative. The Academic Regulation Appeals Committee normally meets monthly. In order for a petition to be reviewed by a college/school and to be heard at a regular meeting, it must be submitted by the end of the first week of each month. Petitions for re-admission (after academic suspension) must be submitted at least ten working days before the start of classes.

Academic Progress Policy-
Undergraduate
A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns a 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student’s cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal. Minimum standards for academic progress are as follows:

Lower Level Students
A. (0-29 hours attempted) A freshman student whose cumulative average is less than 2.0 will be permitted to remain at the university under continuous counseling and academic advisement. The student will receive a warning each period of enrollment that his or her term average falls below 2.0. If the cumulative average is below 2.0 after 29 hours attempted, the student will be placed on academic probation and must earn a minimum of a 2.0 term average during the next period of enrollment. Failure to do so will result in academic suspension from the university.
B. (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

Upper Level Students (60 hours and above attempted)
At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

Academic Probation, Suspension, and Dismissal
The first time a student fails to meet the minimum standards of progress, he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.
Procedures for Petitioning for Readmission

A student who has been permanently suspended (dismissed) from the university for academic reasons must remain out for two (2) terms and may petition the office of admissions for readmission during the second term of his or her suspension. Any petition for readmission must be filed at least (6) weeks prior to the beginning of the term in which the student wishes to reenroll. The student’s readmission petition file will be made up by the office of admissions and must contain:

1. A letter of petition for readmission from the student
2. Letters of recommendation for readmission from:
   a. The student’s academic adviser
   b. The student’s department head
   c. The student’s dean
   d. Any other letter(s) of support the student wishes to submit.

The student must request that these individuals send letters on his or her behalf to the Director of Admissions, Room G-9, Foote Hilyer Administration Building, Florida A&M University.

3. A copy of the student’s academic record obtained from the university registrar.

The student’s readmission petition file will be forwarded to the university Admissions Committee for review. This committee will recommend approval or disapproval to the Vice President for Academic Affairs. The decision made on the student’s readmission will be final.

Transfer of Credits

A student who has attended any regionally accredited college or university and has earned 12 or more semester hours is considered a transfer student when applying to enter Florida A&M University. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office prior to evaluation.

Credits are transferred based on the following:

1. The institution from which the student wishes to transfer is regionally accredited.
2. The overall grade point average is 2.00 or better on the transfer transcript.
3. The grades of individual courses to be transferred are “C” or better, or “S” or “P”.

Transfer students academic records will be evaluated prior to the student’s arrival on the University Campus, if admitted prior to three weeks offer term beginning. Credits earned from Florida public institutions will be evaluated on the basis of the Florida Statewide Course Numbering System. Those courses considered equivalent will be accepted for transfer credit at the level at which the course was classified by the institution originally awarding the credit. Courses are considered equivalent when the prefix and the last three numerical digits of the course number are the same. Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system.

Transient Students: Florida A&M University students who are permitted to attend other institutions for a term must obtain a transient form from their academic area and secure appropriate signatures prior to leaving FAMU. Students who attend other institutions without permission from their academic area, may not have their credits accepted.

Transient forms are approved based on the following:

* The institution the student wishes to attend is regionally accredited or includes requirements as stipulated above.
* Student is in good standing at FAMU (G.P.A. 2.00 or better; not administratively suspended)
* Transient application is turned in prior to term for which the student is applying

Resources and Activities

Academic Support

Test Preparation – Classes are offered in math, English and language to assist students in preparing for the College-Level Academic Skills Test (CLAST) and the Florida Teacher Certification General Knowledge subtest. Students desiring assistance should register for the appropriate section of EDG 4002 Test Preparedness.

The Writing Center

Scholarships/Financial Assistance

Graduate students should apply directly to the School of Graduate studies and Research for Graduate Teaching or Research Assistance ship opportunities

Florida Minority Teacher Education Scholarship (MTES)

Eligibility Criteria

- U.S. citizen and resident of the State of Florida
- Member of one of the following minority groups: African American/Black, Hispanic/Latino, Asian American/Pacific Islander or American Indian/Alaskan Native
- Newly admitted into the teacher education program
- Junior and have not earned a baccalaureate degree in education
- Have earned 60 credit hours or a AA degree
- Have not exceeded 18 hours of upper division education courses at the time of application

Contact: Dr. Charles Ervin – charles.ervin@famu.edu or 412-7190, or gerald.mcgill@famu.edu

Apple Pinning Induction

The Apple Pinning Ceremony is an induction process that recognizes educators upon receipt of their bachelors, masters, specialists, and doctoral degrees. Academic attire is worn by all inductees who participate in the ceremony. Each graduate is pinned by faculty and receives a certificate of induction. The ceremony is held on the morning of or the day prior to commencement.

Organizations:

Phi Delta Kappa

Phi Delta Kappa is an international honor society. For more information, contact Dr. Patty Ball Thomas at patty.thomas@famu.edu or 850-599-3107. You may also visit www.pdkintl.org for more information.

Kappa Delta Pi
Kappa Delta Pi International Honor Society in Education. Undergraduate education majors with a minimum of 3.00 GPA are eligible for membership. Graduate students must have and maintain a 3.25 GPA. For more information contact Dr. Bernadette Kelley at bernadette.kelley@famu.edu at 599-3692 or Dr. Charles P. Ervin, Jr. at charles.ervin@famu.edu at 412-7190.

**DEPARTMENTAL DIRECTORY**

<table>
<thead>
<tr>
<th>College of Education</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Dr. Genniver Bell, Dean</td>
<td>Gore Education Complex Rm. 302 Unit A</td>
<td>561-2465</td>
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<td>Gore Education Complex Rm. 300 Unit A</td>
<td>599-3482</td>
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<tr>
<td>Dr. Gloria Poole, Assoc. Dean</td>
<td>Gore Education Complex Rm. 202 Unit A</td>
<td>561-2146</td>
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<tr>
<td>Dr. Patricia Green-Powell, Interim Assoc. Dean</td>
<td>Gore Education Complex Rm. 300 Unit A</td>
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<th>Department of Secondary Education &amp; Foundations</th>
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<tr>
<td>Dr. Charles P. Ervin, Jr.</td>
<td>Gore Education Complex Rm. 305 Unit A</td>
<td>412-7190</td>
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<tr>
<td>Dr. Bernadette Kelly</td>
<td>Gore Education Complex Rm. 204 Unit C</td>
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<tr>
<td>Dr. Rufus Ellis</td>
<td>Gore Education Complex Rm. 304 Unit B</td>
<td>599-3675</td>
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<td>Mrs. Kelly Bailey</td>
<td>Gore Education Complex Rm. 203 Unit B</td>
<td>561-2653</td>
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<tr>
<td>Dr. Tony Manson (Chair)</td>
<td>Gore Education Complex Rm.310 Unit A</td>
<td>599-8531</td>
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<tr>
<td>Ms. Alice Scruggs</td>
<td>Gore Education Complex Rm. 305 Unit B</td>
<td>599-3123</td>
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<td>Mr. Gerald McGill</td>
<td>Gore Education Complex Rm.305 Unit B</td>
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<td>Dr. Endya Stewart</td>
<td>Gore Education Complex Rm. 204 Unit B</td>
<td>561-2710</td>
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<td>Dr. Renee Wallace</td>
<td>Gore Education Complex Rm. 201 Unit B</td>
<td>599-3846</td>
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<tr>
<th>Office of Student Teaching</th>
<th>Gore Education Complex 301 Unit B</th>
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<tr>
<td>Mrs. Almeta Washington</td>
<td>Director</td>
<td>599-2145</td>
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<tr>
<td>Ms. Mary Knight</td>
<td>Administrative Staff</td>
<td>or 2146</td>
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<th>Center for Teacher Preparation</th>
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<tr>
<td>Mr. Donald McBride</td>
<td>Director</td>
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Non-discrimination Policy Statement and ADA policy

It is the policy of Florida A&M University to assure that each member of the university community is permitted to work or attend classes in an environment free from any form of discrimination, including race, religion, color, age, handicap, sex, marital status, national origin, veteran status, and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the university and employment. Questions concerning this policy and procedures for filing complaints under the policy should be directed to the University EEO/EEA Officer.

Prepared by:

Gerald J. McGill
Administrative Management Coordinator