

William Penn University Education Division Benchmark Schedule

Name _____ ID# _____

Major/Endorsement Areas _____

Academic Advisor _____

Benchmark I - Freshman/Sophomore Year or 1 st Semester for Transfer Students			
Completion Date	Event/Assignment	General Criteria	Evaluators
	Twelve-hour Field Experience Fifteen-hour (DL)	Completed time sheets, journal/notes/reflections, final paper, and cooperating teacher evaluations (performance and dispositions)	Introduction to Education Faculty Cooperating Teacher(s)
	Praxis Core Tests or CBase	Reading:156, Writing:162, Math:150 Reading, Writing, & Math - 235	Director of Teacher Education
	Cumulative Grade Point Average	2.5 in all courses taken at William Penn University	Director of Teacher Education
	Coursework	Grade of at least a "C-" in each course in the major, Education Division professional core, Composition I and II, and the required Leadership Core math course	Director of Teacher Education
	Faculty Recommendations	Positive recommendations (These are confidential and will be filed in the Education Office.)	Director of Teacher Education
	Benchmark #1 - Portfolio Check - 2 Artifacts	Philosophy Statement – Standard 1 Two-day Field – Standard 4	Social Foundations and Introduction to Education Faculty
	Apply to enter Teacher Education Program	Teacher Education Program application should be completed the semester in which Social Foundations is taken.	Director of Teacher Education and Teacher Education Committee
Benchmark II a - Sophomore/Junior Year or 2 nd Semester for Transfer Students			
Completion Date	Event/Assessment	General Criteria	Evaluators
Are you in the Teacher Education Program yet?			
	First 25-Hour Field Experience *MUST be in the TEP prior to First 25-Hour Field Experience.	Completed time sheets, journal/notes/reflections, lesson plans, and cooperating teacher evaluations of lessons and overall experience (performance and dispositions)	Supervising Methods Professor and Cooperating Teacher
	Benchmark #II a - Portfolio Check – 12 Artifacts	First Elementary Block or First Secondary Methods Course (General or Special Methods) - 12 artifacts (at least one additional artifact from each standard) – Due October 1 or February 1.	Education Division Faculty

Benchmark II b - Junior/1st Semester Senior Year or 3rd Semester for Transfer Students

Completion Date	Event/Assessment	General Criteria	Evaluators
Students must be in the Teacher Education Program prior to the 2nd 25-hour field experience.			
	Second 25-Hour Field Experience	Completed time sheets, journal/ notes/reflections, lesson plans, and cooperating teacher evaluations of lessons and overall experience (performance and dispositions)	Supervising Methods Professor and Cooperating Teacher
	Cumulative Grade Point Average	2.75 in all courses taken at William Penn University	Director of Teacher Education
	Coursework	Grade of at least a “C-” in all coursework in the major and in the Education Division professional core	Director of Teacher Education
	Apply to Student Teach	Student teaching application - fall semester due December 1, spring semester due by May 1	Director of Teacher Education and Teacher Education Committee
	Résumé	Accuracy, professional appearance – fall semester due December 1, spring semester due by May 1	Director of Teacher Education
	Recommendation from Advisor and Major Division Chair	Positive recommendation	Director of Teacher Education
	Benchmark #II b – Portfolio Check – 8 Artifacts	Second Elementary Block or Second Secondary Methods Course (General or Special Methods) - 8 artifacts (these should complete the pre-student teaching artifact requirements) – <i>Individuals who are student teaching the following semester must submit their portfolio at least two weeks prior to the end of the current semester. For others, it is due within one month after the following semester begins.</i>	Education Division Faculty

Benchmark III - Senior Year or Final Semester for Transfer Students

Completion Date	Event/Assessment	General Criteria	Evaluators
	Praxis II Score – Elementary Ed Majors	Passing Score	Director of Teacher Education
	Student Teaching Documentation and Final Grade Report	Successful completion of student teaching requirements including acceptable dispositions and passing student teaching grade	Student Teaching Supervisor and cooperating teacher
	Benchmark #3 – Portfolio Check – 10 Artifacts	10 artifacts - completed during Student Teaching and due prior to grade assignment and recommendation for teacher licensure	Education Division Faculty and Director of Teacher Education
	Licensure/Ethics Workshop	Attendance and participation	Student Teaching Supervisor
	Application for Licensure/Fingerprints	Completed application, waiver, money order, and fingerprint card	Director of Teacher Education