



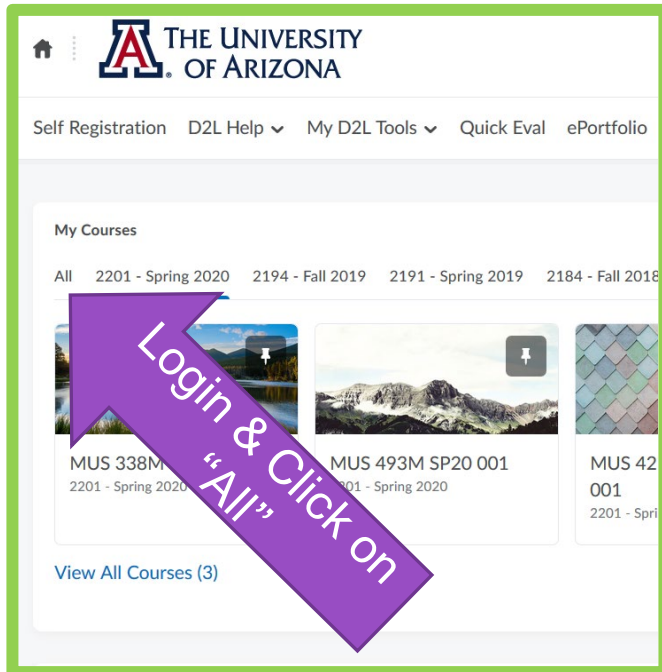
THE UNIVERSITY OF ARIZONA[®]
COLLEGE OF FINE ARTS

ARTS EDUCATION TRAINING MODULES
TO BE COMPLETED AT THE BEGINNING OF THE DEGREE PROGRAM



Log in to D2L and make sure you can access our CFA TPP site.

If not, contact Dr. Nolan at knolan@arizona.edu, and she'll add you. You may complete the trainings now but cannot upload the completed documents until added to the D2L site.



THE UNIVERSITY OF ARIZONA

Self Registration D2L Help My D2L Tools Quick Eval ePortfolio

My Courses

All 2201 - Spring 2020 2194 - Fall 2019 2191 - Spring 2019 2184 - Fall 2018

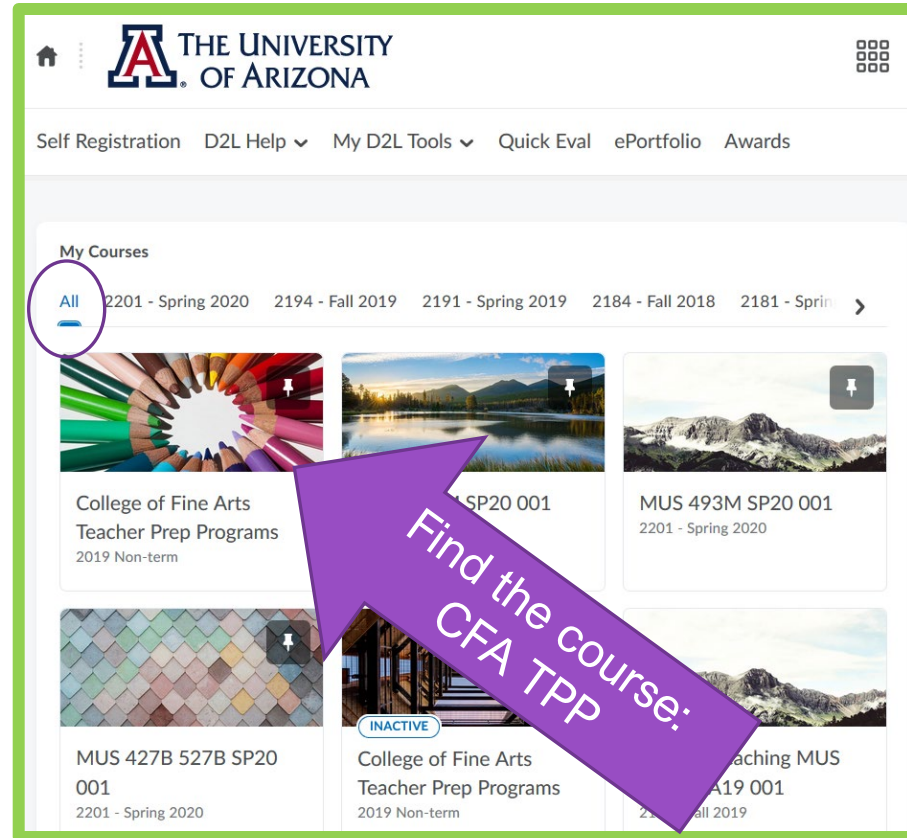
MUS 338M 2201 - Spring 2020

MUS 493M SP20 001 2201 - Spring 2020

MUS 42 001 2201 - Spring 2020

[View All Courses \(3\)](#)

Login & Click on "All"



THE UNIVERSITY OF ARIZONA

Self Registration D2L Help My D2L Tools Quick Eval ePortfolio Awards

My Courses

All 2201 - Spring 2020 2194 - Fall 2019 2191 - Spring 2019 2184 - Fall 2018 2181 - Spring 2018

College of Fine Arts Teacher Prep Programs 2019 Non-term

MUS 493M SP20 001 2201 - Spring 2020

MUS 427B 527B SP20 001 2201 - Spring 2020

College of Fine Arts Teacher Prep Programs 2019 Non-term

INACTIVE

Teaching MUS 419 001 2201 - Fall 2019

Find the course: CFA TPP



Directions:

1) READ THE INFORMATION AND LINKS

Read all the pages and incorporated links within this presentation.

Some of these slides include going to other websites or downloading documents to complete forms and training.

2) COMPLETE AND SUBMIT THE FOLLOWING FORMS

Upload the following as PDFs to the D2L Assignment Dropbox (label each file with your last name and the short title of the document (i.e., Lastname_MandatoryReporting; Lastname_FERPA; Lastname_StandardsContract; Lastname_Fingerprint):

1. [Mandatory Reporting Note-Taker](#)
2. [FERPA Certificate](#)
3. [Professional Standards Contract](#)
4. Photocopy of front and back of IVP [Fingerprint Clearance Card](#) or Application for card.



Mandatory Reporting

UA students are required to complete the online [Mandatory Reporting training module](#). And submit to D2L your completed the [Note-taker](#) as documentation of completion.

Since you will be working with children, it is your legal obligation to report suspected child abuse, neglect, and other reportable offenses.



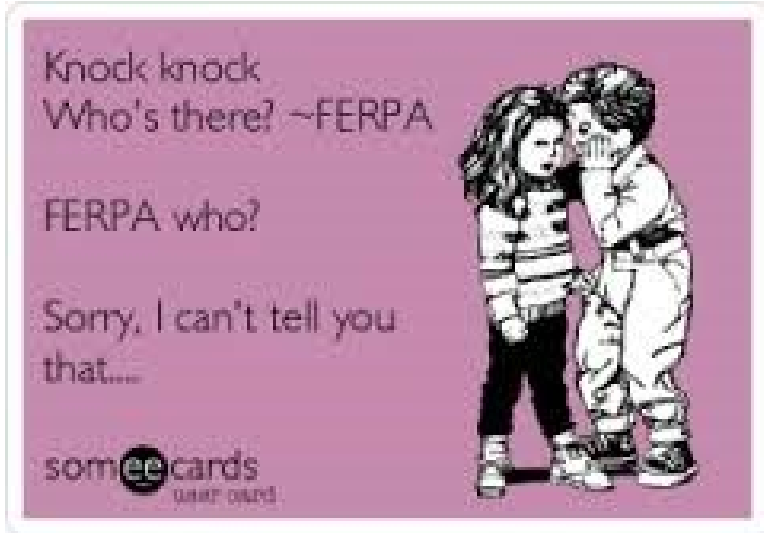
I am a mandated reporter.

I am a **VOICE** for children.

I don't need all the facts, it's DCS' job to investigate.

I'll call.

I only need to **SUSPECT** abuse to report it.



Since you will be handling student data, you must understand FERPA (*Family Educational Records and Privacy Act*) laws to protect student records.

Complete the [FERPA Online Training Modules](#) and once you get 100% on the quiz, take a screen shot of the certificate and submit to the D2L Dropbox.



Professional Standards Contract

As a student in a University of Arizona teacher preparation program, you are expected to meet a number of professional standards, policies, and requirements. **These include both academic and behavior standards.**

You'll review all the standards and sign the [contract](#). Submit this to D2L.

University of Arizona

Education Professional Preparation Program Standards

The University of Arizona has a responsibility to the community to ensure that individuals completing our programs merit acceptance into the education profession. As a student in a University of Arizona educator preparation program, you are expected to meet several professional standards, policies, and requirements.

Academic Standards

All University of Arizona education professional preparation programs have aligned their curricula and assessments to the InTASC and ISTE standards, adopted by the AZ State Board of Education. Throughout your professional preparation program, there will be a series of benchmark assignments, including the capstone field experience, to assess your progress in meeting these standards:

- [InTASC Teacher Standards](#)
- [ISTE Technology Standards](#)

Behavior Standards

You are expected to behave professionally during the program, while on the U of A campus, school district campuses, clinical placements, and all related field experience events. There are three categories of behavior standards to which you must adhere:

- State of Arizona Standards:
 - [Arizona State Board of Education Professional Practices for Certificate Holders](#)
- University of Arizona Policies and Standards:
 - [Student Code of Conduct](#); [Threatening Behavior Policy](#); [Non-Discrimination and Anti-Harassment Policy](#); [Academic Integrity Policy](#)
- University of Arizona Education Professional Preparation Program Expectations:
 - [Professional Expectations for UA Teacher Candidates](#)
- Your Assigned School District Standards:
 - District codes of conduct for faculty and staff. Faculty codes of conduct can be found in the faculty handbook at your assigned school(s). It is your responsibility to obtain these from your site and read them prior to starting.

Adherence to Standards

Successful completion of the professional preparation program is dependent upon a student's ability to meet academic and behavior standards. If a student's performance raises concerns about their ability to successfully complete the program, University, or field-based professionals in the program will follow the [Due Process Flow Chart](#) and may initiate a [Performance Concern Form](#). Depending on the severity of the issue, the student may be placed on a [Professional Growth Plan](#), which identifies steps for remediation, provides support, and establishes expectations that must be met within a given timeline. It is important to note that failure to meet the expectations set in the Professional Growth plan; severe violations of the standards; and/or failure to self-disclose past or on-going investigations of unprofessional, immoral, and/or criminal conduct violations may lead directly to consequences, which include: removal from a course or clinical/field placement, failing grade in a course, withdrawal from the program with the right to petition for re-admission, dismissal from the professional preparation program, and/or mandatory reporting to University or legal entities.

Student Agreement

- I have read the standards distributed to me in this document and via the online links provided.
- I will obtain and read the school district standards before I begin each new field placement(s).
- I agree to abide by these academic and behavior standards for the duration of my academic program.
- I understand these criteria will be used to evaluate my progress throughout the program, and that failure to successfully meet the standards may result in removal from a course or field placement, failing grade in a course, withdrawal from the program with the right to petition for re-admission, or dismissal from the program.
- I understand that I have a duty to promptly disclose to the program director if, at any time during my academic program, I become under investigation for engaging in behavior that, if true, would constitute a violation of University of Arizona policy, unprofessional/immoral conduct and/or one or more of the criminal offenses as listed in the AZ State Board of Education [Professional Practices for Certificate Holders](#).

Printed Student Name:

Student Signature:

Date:

A Sampling of the Behavior Standards

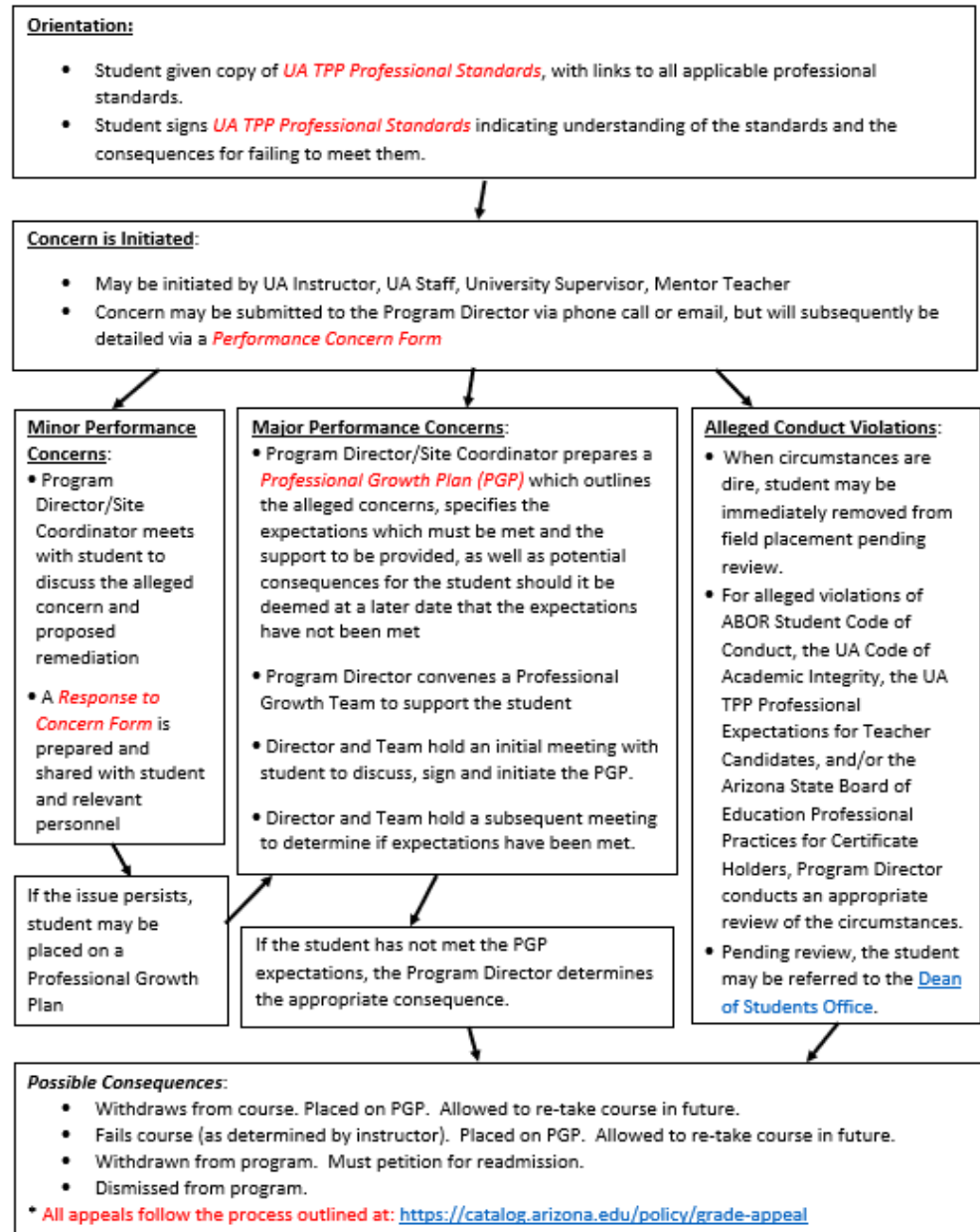
- communicate professionally and respectfully, orally and in writing (including all forms of social media), with and about peers, colleagues, instructors, K-12 students, teachers, administrators, families, and community members
- refrain from posting or sharing any minor's images, videos, identifying information, or student work on social media without the written permission of the parent/guardian
- have a professional appearance when on a school campus or at school-related events
- attend all required course and field-related events
- in case of emergency or absence, provide timely notification to appropriate personnel
- arrive on time and remain for the duration of scheduled classes and field experiences
- accept and act upon reasonable criticism and feedback
- separate personal and professional issues
- exhibit knowledge through inquiry, critical analysis, and synthesis of the subject
- maintain or exceed the minimum grade point average in their respective programs
- inform appropriate University and school personnel in a timely manner regarding the existence of professional or personal issues which may impact the ability to continue or be successful in the program and/or field experiences
- be proactive in solving issues early through open communication with pertinent personnel
- never invite or meet with a student outside of school events
- do not text, message, email, call, or use social media with students about any topic that is not directly school-related
- check UA email and phone messages daily, and respond appropriately within one business day to messages regarding program or field experience
- inform appropriate University and school personnel in a timely manner regarding the existence of professional or personal issues which may impact the ability to continue or be successful in the program and/or field experiences
- promptly self-disclose to program coordinator if, at any time during the academic program you are under investigation for engaging in behavior that, if true, would constitute a violation of University of Arizona policy, unprofessional/immoral conduct and/or one or more of the criminal offenses as listed in the Arizona State Board of Education Professional Practices for Certificate Holders. If you are unsure whether you need to make a disclosure, you should contact the program coordinator/director. Making a disclosure or failure to self-disclose may, but does not necessarily, result in a denied application or removal from a course, field placement, or program.



Due Process

This [Flow chart](#) outlines the process when concerns arise or when professional standards are not met throughout the teacher preparation program, including in courses and on-site field work.

All students need to read all of the links and standards, sign, and submit the Professional Standards Contract to the D2L as evidence of familiarizing yourself with the professional standards of the UA Education Professional Preparation Programs.



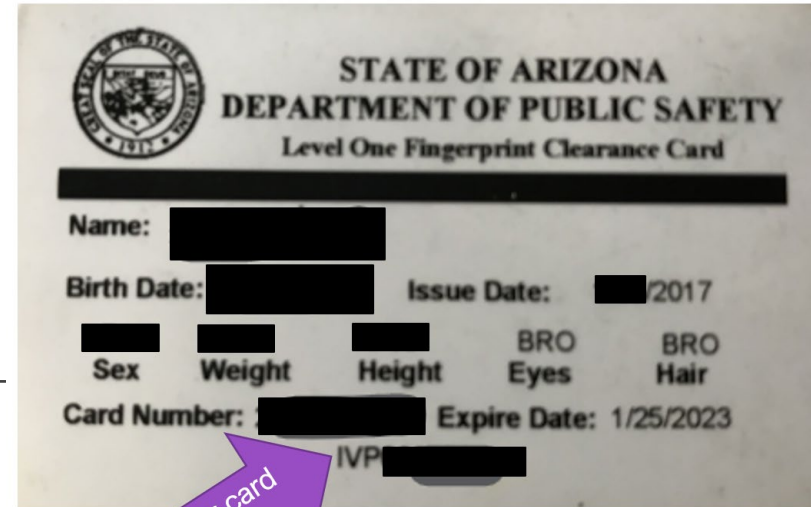
IVP Fingerprint Clearance Card

All education students must possess a current and accurate IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS). This clearance card is required for ALL music education courses, including any observations/volunteer hours in schools, student teaching, and teaching. No UA student enrolled in the Music Education programs will be allowed on school campuses without a current and valid **IVP Level One Fingerprint Clearance Card**.

Apply for a card [online](#) and select:

- Application type: IVP - “ARS 15-534 State Board of Education (Teacher or Other Certification)”
- Reason(s) for Fingerprinting: “Click here if Paid Employee.”

If you have already been issued a card and either lost your current card or need to change any information, please visit: <https://www.azdps.gov/services/public/fingerprint>



STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card

Name: [REDACTED]
Birth Date: [REDACTED] Issue Date: [REDACTED]/2017
Sex [REDACTED] Weight [REDACTED] Height [REDACTED] BRO Eyes [REDACTED] BRO Hair [REDACTED]
Card Number: [REDACTED] Expire Date: 1/25/2023
IVP [REDACTED]

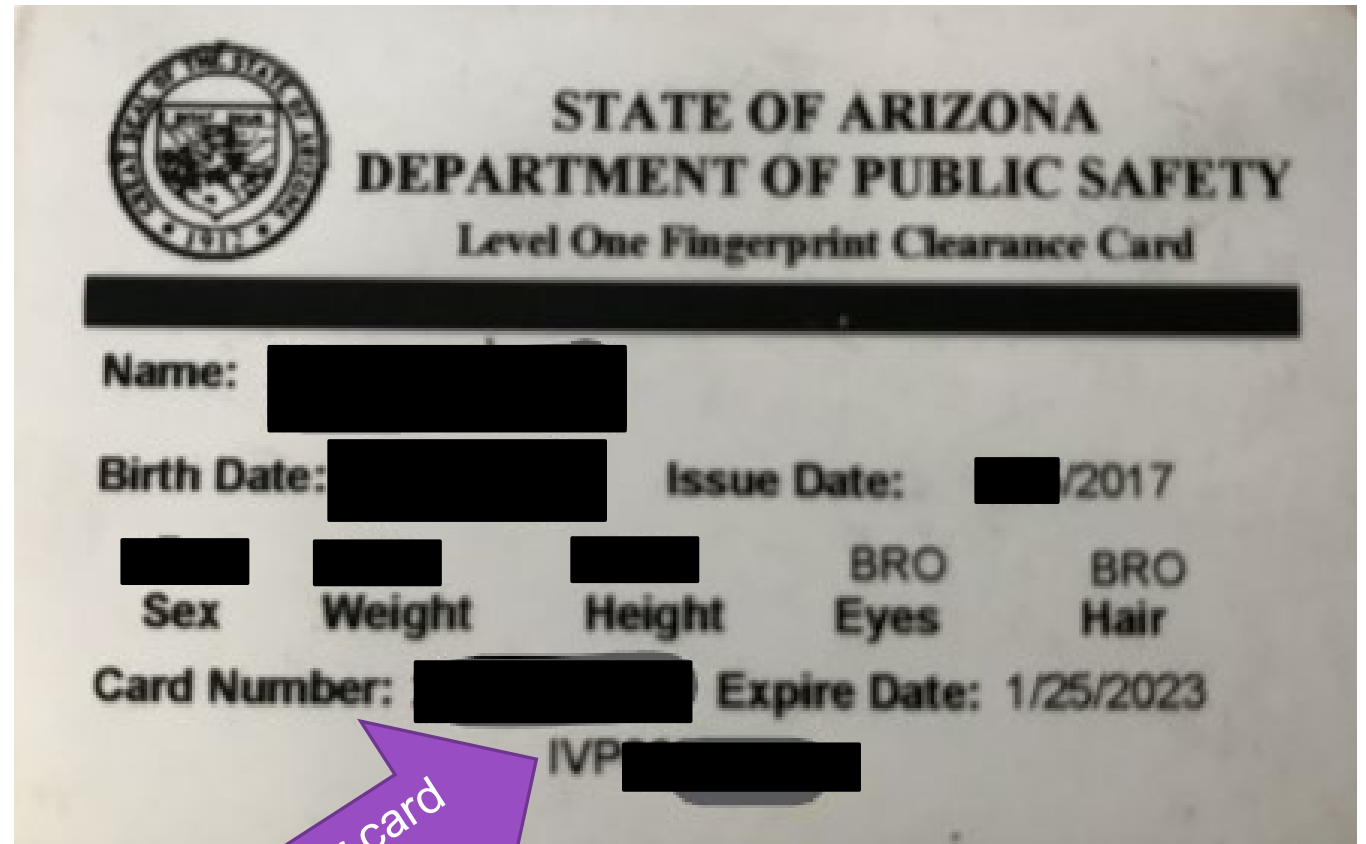
Make sure your card
is an IVP card



Submit IVP Fingerprint Clearance Card

Submit a copy of both the front and back of your IVP Fingerprint Clearance Card as a PDF to the D2L Assignment Dropbox as evidence that you are cleared to teach in schools. Label the file: *Lastname_Fingerprint.pdf*

(Note: if you do not have your card yet, submit a copy of your IVP Card Application and when your card comes in, upload it to D2L)



The image shows a Level One Fingerprint Clearance Card from the State of Arizona Department of Public Safety. The card features the state seal and the following information:

STATE OF ARIZONA				
DEPARTMENT OF PUBLIC SAFETY				
Level One Fingerprint Clearance Card				
[Redacted]				
Name:	[Redacted]			
Birth Date:	[Redacted]	Issue Date:	[Redacted]/2017	
[Redacted]	[Redacted]	[Redacted]	BRO	BRO
Sex	Weight	Height	Eyes	Hair
Card Number:	[Redacted]	Expire Date:	1/25/2023	
	IVP	[Redacted]		

Make sure your card
is an IVP card

Current Legacy Card

Fingerprint Clearance Cards:



FRONT

New Enhanced Security Card

Fingerprint Clearance Cards:



FRONT

To Maintain Eligibility in the Program

There is a minimum required Major GPA of 3.0 for all students and minimum cumulative GPA of 2.5 by the time you student teach

All major coursework must be passed with a grade of C or higher. This includes all required Art/Music coursework and all required College of Education coursework.

All coursework (with the exception of student teaching credits) must be completed the semester prior to student teaching. Students may not take any courses or additional credits while student teaching (this includes Winter Session and Summer II if they overlap with your student teacher placement).

Students must carry a current and valid IVP Fingerprint Clearance Card at all times while on school premises and at field-related events.

Providing inaccurate information, failing to complete any outstanding courses prior to student teaching, and/or not following the standards listed on the standards contract may result in removal from coursework, student teaching, or the teacher preparation program.

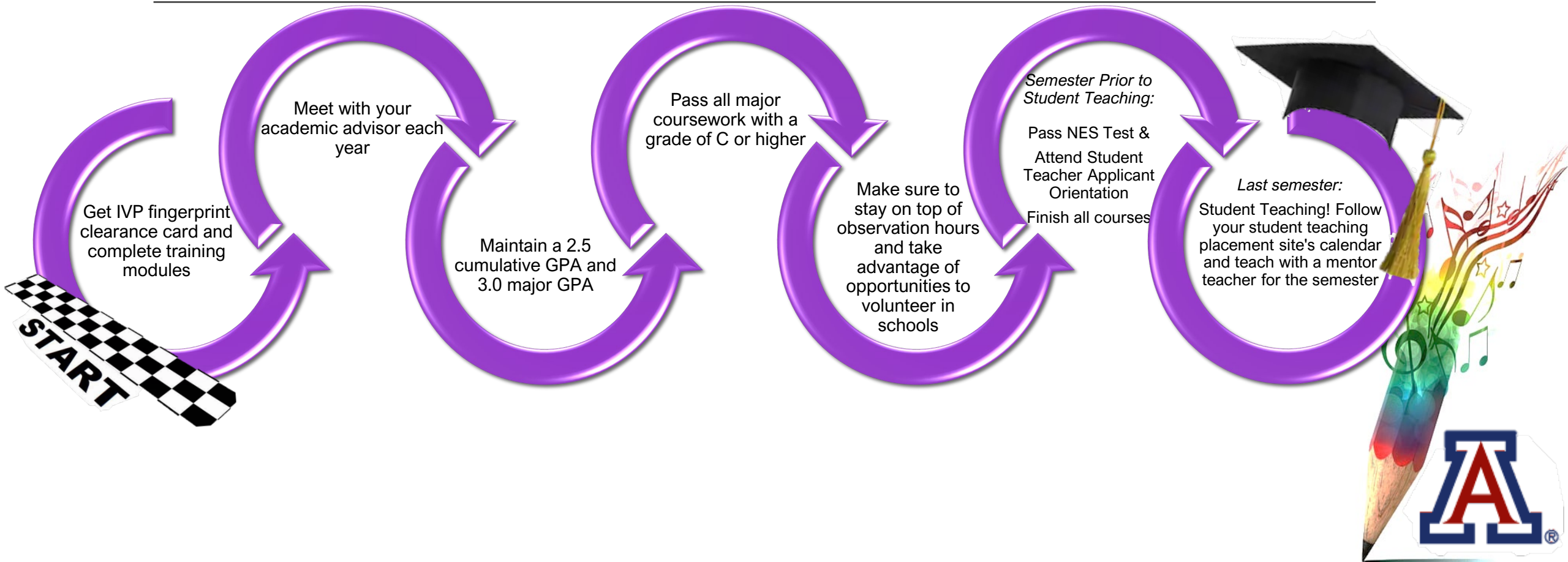
The semester prior to student teaching, all students must attend a mandatory student teacher orientation which takes place approximately the third week of the semester. See <https://portal.arts.arizona.edu/student/office-of-field-experience/> for information on how to RSVP.

During the student teaching semester, students follow their school site's calendar, not the UA academic calendar.

Questions? Reach out at anytime to Dr. Karin Nolan at knolan@arizona.edu



Path to Graduation



Action Items: Complete and submit the following forms to D2L:



[Mandatory Reporting Modules](#) and submit [Mandatory Reporting Note-Taker](#)



[FERPA Certificate](#) when you score 100% on quiz



[Professional Standards Contract](#)



Photocopy of front/back of IVP [Fingerprint Clearance Card](#) or a copy of your IVP card application.

The screenshot shows the top navigation bar of a D2L course page. The page title is "College of Fine Arts Teacher Prep Prog...". The navigation menu includes "Office of Field Experience", "Announcements", "Class...", "Assignments", "Calendar", "Discussions", "Grades", and "Course Admin". The "Assignments" link is circled in purple, and a purple arrow points to it with the text "Submit here". Below the navigation bar is a banner for "College of Fine Arts Teacher Prep Programs" featuring an image of colored pencils.