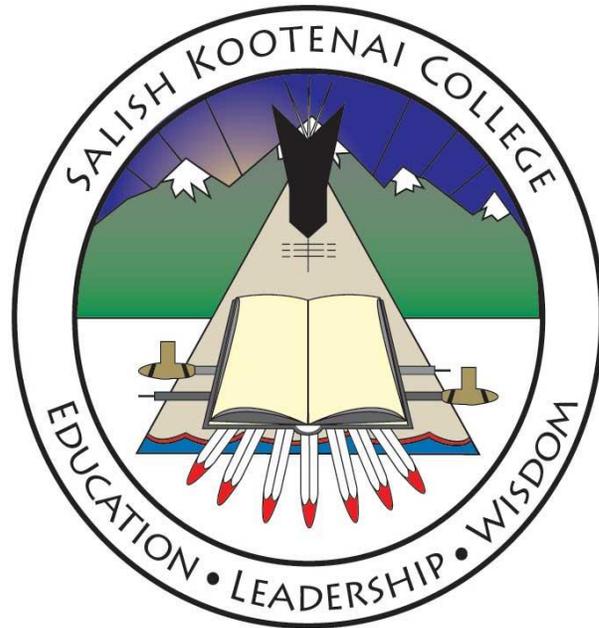# *Salish Kootenai College*

Bachelor of Science in Secondary Science Education – Broad Field Science Emphasis

Information and Application Packet

2015-2016

Revised 09/06/15

Mission Statement

The mission of Salish Kootenai College is to provide quality postsecondary educational opportunities for Native Americans locally and from throughout the United States. The College will promote community and individual development and perpetuate the cultures of the Confederated Tribes of the Flathead Nation.

Vision

The vision of Salish Kootenai College is to foster curricula and vocational certification, and Associate's and Bachelor's degree programs that meet the unique needs of Native American people. While the College encourages diversity, its primary purpose is to serve the needs of Native American people.

Emphasis on the 4 C's

All academic programs at Salish Kootenai College place emphasis on the 4 C's – Citizenship, Critical thinking, Cultural understanding and Communication.

- SKC defines **Citizenship** as informed and committed participation in the life of one's community at the local, national, and global level. Citizens recognize and address community issues, respect the rights of others, and work toward community improvement through service.
- **Critical thinking** is defined as a structured process for refining thought and making decisions. It engages context, multiple perspectives, and the individual mind/heart balance (Spu'us). Critical thinkers strive for clarity, accuracy, articulation, thoroughness, relevance, and fairness.
- **Cultural understanding** is defined as the awareness of your own system of values, beliefs, traditions, and history, and knowledge and respect for the systems of others, particularly those of American Indian Tribes, specifically the Salish, Pend d' Oreille and Kootenai People.
- **Communication** is defined as the exchange and interpretation of information through a variety of context appropriate modalities to enhance understanding and build respectful human connections.

Accreditation

The Northwest Association of Schools and Colleges granted accreditation to Salish Kootenai College in December 1993 and re-affirmed in 2003.

For further details about the college, application and enrollment, or the BSSE, please use the contact information provided below.

General Information Contact

Salish Kootenai College
P.O. Box 70, Pablo, MT 59855-0070
(406) 275-4800
http://www.skc.edu

SKC Enrollment Services and Financial Aid Contacts

Cleo Kenmille	Jackie Swain
Director of Enrollment Services	Director of Financial Aid
(406) 275-4864	(406) 275-4859
cleo_kenmille@skc.edu	jackie_swain@skc.edu

BSSE Contacts

Regina Sievert	Cindy O'Dell
BSSE Director & Faculty Adviser	Education Division Dean
(406) 275-4995	(406) 275-4752
Regina_Sievert@skc.edu	Cindy_Odell@skc.edu

SKC Bachelor of Science in Secondary Science Education Program (BSSE)

SKC's Education Programs

The professional education programs at Salish Kootenai College are designed to support teacher candidates in making connections between their personal development and their professional growth through meaningful integration of cultural learning and collaborative efforts centered on the larger good for local and global communities. The critical areas of professional preparation that distinguish Salish Kootenai College teacher education graduates include:

- Knowledge of American Indian student context and best educational practices leading to developmentally and culturally appropriate pedagogy
- Identification with American Indian cultures and community values imbedded in content and pedagogy
- Commitment to meeting the needs of developmentally, ethnically and linguistically diverse learners
- Commitment to reflective practices leading to personal and professional development
- Development of collaborative learning communities with mentoring teachers and peers communities that promote application of knowledge, skills and dispositions in real settings
- Strong evidence of effective communication, critical thinking, cultural understanding and citizenship (the 4 C's)

The SKC professional education programs function to meet three overarching purposes. These include:

- Endowing education degrees that are culturally responsive to the teacher candidates within the community served by SKC
- Preparing candidates to be culturally competent and skilled educators
- Preparing candidates to provide culturally responsive curriculum to American Indian children as well as other diverse learners

BSSE Overview

The SKC Bachelor of Science in Secondary Science Education program is a rigorous degree aligned with the standards for science teacher preparation established by the National Science Teacher Association. The program is designed to graduate high quality middle and high school science educators eligible for licensure as Secondary Broad Field Science teachers prepared to teach multiple science disciplines. Students enrolled in the BSSE are required to complete a core set of courses that include cultural studies, education theory and practice, and a broad range of science and mathematics. Early on and throughout the program, BSSE students engage in school based field experiences in which they observe and work in science classrooms, thus providing them with authentic insights into the science teaching profession. BSSE courses are centered on cultural competence and integrate local tribal cultural practices and content to better prepare teachers who will be effective teachers of diverse students. A team of instructors including Tribal elders, Tribal science professionals, and SKC faculty collaborate in teaching the BSSE courses. A full listing of the BSSE courses is attached to this application packet.

The BSSE program is fully accredited by the Montana Board of Public Education.

BSSE Learning Outcomes

Upon completion of the BSSE, the graduate will possess the following knowledge, skills and dispositions appropriate for secondary science teachers, which are based on the INTASC standards for teacher preparation.

Standard #1 - Learner Development
The teacher candidate understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard #2 - Learning Differences
The teacher candidate uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard #3 - Learning Environments
The teacher candidate works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.

Standard #4 - Content Knowledge
The teacher candidate understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

Standard #5 - Application of Content
The teacher candidate understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Standard #6 - Assessment
The teacher candidate understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

Standard #7 - Planning for Instruction
The teacher candidate plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard #8 - Instructional Strategies
The teacher candidate understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Standard #9 - Professional Learning and Ethical Practice
The teacher candidate engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard #10 - Leadership and Collaboration
The teacher candidate seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

More information about the SKC professional education programs can be found in the *SKC Education Department Student Handbook*, available through the SKC Education Department on the SKC campus.

BSSE Application and Admission Process

Ideally, students should apply for admission to the BSSE during the first or second quarter of their sophomore year, however later application is permissible. The criteria, required materials, and process for admission are described below.

BSSE Admission Criteria**

Students wishing to apply to the BSSE must meet the following criteria. More details on each requirement and how to meet them are included in this packet on the following pages, or can be found in the SKC catalog, as indicated.

- Admission to Salish Kootenai College - Application and admission to SKC is a separate process from application and admission to the BSSE program. All applicants must be admitted to SKC and meet the admission criteria listed below prior to applying to the BSSE program. For more information on this process, please refer to the "Admission Requirements and Procedures" section in the SKC Catalog.
- College credits - Successful completion with a grade of "C" or above of at least 60 college quarter credits (or 40 semester credits) that are part of the BSSE course program and at least 24 quarter (or 16 semester credits) which are in the BSSE required math and science courses.
- College Algebra - Successful completion, with a grade of "C" or above, of Math 100 or an equivalent course or test score in college algebra as approved by the chair of the SKC Math Department
- GPA – A minimum cumulative GPA of 2.75 with no less than a "C" in required courses for the BSSE degree
- TABE – A minimum score of 588 on TABE Language and Language Mechanics Tests at the D9 level or above
- Writing Sample Assessment - A "Proficient" score or higher on the BSSE Writing Sample Assessment
- English Composition II - Successful completion with a grade of "C" or above of SKC's ENGL 202 – English Composition II. Transfer of credits from another institution as substitution for this course must be approved by the BSSE advisor.
- Approved state and federal background checks.

Materials to Submit When Applying for Acceptance into the BSSE**

Students applying for the BSSE must ensure that the following items are submitted to the SKC - BSSE at the address given below:

> Regina Sievert
>   SKC- BSSE Program
>   Box 70
>   Pablo, MT 59855-0070

- A completed BSSE Program Application form, included in this packet
- A copy of the student's most recent TABE Language and Language Mechanics scores, available through the SKC Adult Learning Center office. Scores must be no more than one year old.
- A copy of the student's Writing Sample Assessment Score, available from the SKC Writing Center, no more than one year old
- A copy of all of the student's official college transcripts
- A signed "SKC Education Department Expectations for Professional Dispositions" form, included in this packet
- A signed copy of the Consent and Release form, included in this packet
- A copy of an approved federal and state Background Check, including fingerprints, must be on file in the SKC Education Department. A form verifying this must be submitted for inclusion in the student file in the BSSE office.

** **NOTE:** Once the above items are submitted and approved, the student is eligible for provisional admission to the BSSE. Full admission to the BSSE is contingent on the preparation and submission of a TEP Stage I Portfolio and completion of an interview by the student with the SKC Education Department faculty. Both the portfolio and the interview must be approved by the Education faculty. More information on this is provided in the following pages.

Steps in the Application Process

Transcripts Review and Submission

One of the first steps students must take in applying for the BSSE is to meet with the BSSE advisor to review their transcripts. Students may apply to the BSSE at any time in their college career, but completion of at least 60 quarter or 40 semester college credits that are part of the BSSE course program is required before students are eligible for formal admission into the program (see further details about credit requirements in this packet). Substitutions and transfers must be verified and accepted by the Salish Kootenai College Registrar. Prior to application, potential candidates must meet with Regina Sievert (406-275-4995, Regina_Sievert@skc.edu), the BSSE advisor, for a review of their transcripts. At this meeting the advisor and student will work together to determine the BSSE relevant credits the student has already completed that are transferable into their degree plan and lay out a schedule for completion of the rest of the BSSE program. As part of the BSSE application process, students are required to submit official transcripts of all of their college coursework to the BSSE office for inclusion in their student file.

BSSE Writing Assessment

The writing assessment required for admission to the BSSE consists of three parts, described below.

1. **TABE** - Minimum scores of 588 on the Language and Language Mechanics sections of the TABE at the D9 level are required for admission into the BSSE. Scores must be less than one year old. If the student does not have recent TABE scores that meet these requirements, she/he may make an appointment with the Adult Learning Center (406-275-4790 on the SKC campus) to take the relevant sections of the TABE. Please submit a copy of the test scores with other required application materials to the SKC-IMSI office.
2. **Writing Sample Assessment** – Students applying for the BSSE must complete and pass a Writing Sample Assessment (WSA) with a minimum score of "Proficient" before they will be formally accepted into the BSSE. If the BSSE applicant does not have an SKC WSA scored at least

"Proficient" that is less than one year old, they should contact the SKC Writing Center, located in the Michel Building, to make an appointment to complete the WSA. If the student scores below "Proficient" on the WSA they may be advised to complete additional English courses to develop their writing skills before retaking the WSA and reapplying to the BSSE. Please submit a copy of your WSA scores with your BSSE application to the SKC-IMSI office.

3. **ENGL 202** – Before becoming eligible for acceptance into the BSSE, students must have successfully completed ENGL 202 – English Composition II with a grade of "C" or better. Transfer of credits from another institution as substitution for this course must be approved by the BSSE advisor.

Federal and State Background Checks

All students pursuing a BSSE degree at SKC are required to submit a federal, state, and Child Protective Services (CPS) background check prior to formal acceptance into the BSSE program. Background checks are required by many of the schools and districts where candidates will complete their BSSE field coursework. Further, the Montana Office of Public Instruction requires a background check before it will issue an individual teacher license. Information about the background check is provided below.

Process for Submitting a Background Check

A. **If the student has a background check** that is less than two years old AND the agency that has the background check on file will share the results with SKC, the student may request that a copy of the results be sent to:

> SKC Education Department
> P.O. Box 70
> Pablo, MT 59855-0070

Montana school districts and the Office of Public Instruction have procedures for sharing background checks. If a student is requesting a copy of his/her background check from a district or other party and needs a copy of these procedures, please contact the Education Department at Salish Kootenai College, for further information on these procedures.

After requesting the background check be sent to SKC, the student should read the Background Check Policy, sign the Consent and Release Form (both included in this packet), have the form notarized, and send it to the Education Department at the address given above. Alternatively, the Education Department office manager, Kathy Maiers, is an authorized notary and can notarize the form on site if the student brings it to the Education Department office. The form is then kept in the student's confidential file in the Education Department office.

B. **If the candidate does _not_ have a current background check, he/she should complete the following steps:**

1. Obtain a background check packet from Kathie Maiers, Education Department Office Manager, (Kathie_Maiers@skc.edu, 406-275-4750) in the SKC Education Department located in the Education Building on the SKC campus.
2. Read the Background Check Policies below and sign the Consent and Release form, both included in this packet.
3. Take the fingerprint card to one of the agencies listed below and obtain a record of your fingerprints. Local agencies where this can be done:

- CS&K Tribes Law and Order, Division Street, Pablo, MT
- Lake County Sheriff's Office at 106 4th Avenue East Polson, MT.
  Open on Mondays or Fridays 1-4 P.M.

4. Return the following items to the SKC Education Department for inclusion in the student's confidential file:

- The completed fingerprint card
- The signed and notarized Consent and Release Form - The Education Department office manager, Kathy Maiers, is an authorized notary and can notarize the form on site if the student brings it to the Education Department office

SKC Education Department Background Check Policies

- The background check is reviewed by the SKC Education Department chair and if the student has no offenses identified on either the state or federal background check, the Education Department Chair can recommend the candidate for acceptance into the BSSE.

- Any offenses identified require that the student obtain clearance from the Education Department Chair for admission into the BSSE. This may include offenses that come to the attention of the Education Department through means other than the background check. An example would be a court report in the newspaper showing an offense occurred after the background check was submitted. Considerations of all offenses will include severity, frequency, and how recently the offense occurred.

- Candidates may appeal their background check to the agency or authority from where the background check was received.

- Background check records are kept in the Education Office in a sealed envelope separate from the rest of the candidate's educational records. These background checks are shared only according to the conditions of the Consent and Release Form, by written request of the candidate, or in accordance with an appropriate legal request. The candidate acknowledges and gives approval for SKC to share the results of the background check with any school district or early childhood program where the candidate may be placed as part of their program of study. The background checks may also be shared with the Montana Office of Public Instruction as a part of the process for licensure.

TEP Stage I Portfolio and Interview

Once the candidate has met the other requirements for admission to the BSSE (satisfactory GPA, satisfactory completion of 60 quarter or 40 semester BSSE relevant credits, passing scores on the two-part writing assessment, completion of College Algebra and ENGL 202, and approved background check) they may be conditionally accepted into the BSSE. The final step required for formal admission into the BSSE is the preparation and presentation of the **TEP Stage I Student Portfolio** to the SKC Education faculty for review and approval. The portfolio approval process includes a mandatory student interview with the SKC Education Department faculty.

SKC considers teacher preparation to be an interactive learning process involving field experiences, close interactions with SKC faculty and field teachers, and the development of a professional teaching portfolio which begins in the Foundations of Education course (EDUC 203) and culminates after student teaching. There are **three stages** of the SKC Teacher Education Program (TEP). The portfolio is a means to continuously assess the candidate's growth throughout the three stages of the TEP.

The Stage I Portfolio development is normally completed as part of the student's assignments in the "Foundations of Education" course, EDUC 203, which students ideally take in the spring of their sophomore year. For students transferring into the program at a time that prohibits completion of EDUC 203 before their junior year, the portfolio can be completed in the first quarter of their conditional enrollment in the BSSE through the completion of a one credit course offered by the SKC Education Department known as "Orientation to Education".

Once the student completes an approved interview and the TEP Stage I portfolio is approved by the Education faculty, she/he is eligible for full admission to the BSSE. A form verifying the approval of the Stage I portfolio and interview must be submitted for inclusion in the student's file in the BSSE office. For further information about the portfolio preparation and approval process, please refer to the SKC Education Department Student Handbook and discuss it with the BSSE advisor.

Other Behavioral Expectations

BSSE students are expected to adhere to all of the provisions of the *SKC Student Handbook* and the *SKC BSSE Student Handbook* during their program of study in the BSSE. They are expected to exhibit behavior appropriate to someone pursuing a career as a professional educator. Further, BSSE students must read, sign and adhere to the expectations laid out in SKC Education Department's "**Expectations for Professional Dispositions**". Violation of the stated policies and expectations delineated in the previously named documents may result in the suspension, remediation, and/or termination of the student from the SKC BSSE program. Program and college personnel are available to help any student requiring assistance. Appropriate college personnel may suggest counseling or other assistance as necessary. Problems affecting the student's ability to perform the functions of a professional teacher may delay or terminate the student's progression through the BSSE program. Please submit a signed "Expectations for Professional Dispositions" form with the BSSE application.

Submitting the BSSE Application Packet

Once all of the required materials for application are prepared, complete the application form on page 11 of this packet and submit all of the required materials to:

    Regina Sievert
     SKC - BSSE Program
     P.O. Box 70
     Pablo, MT 59855-0070

The BSSE director will review applications and students will be notified as to whether they have been accepted into the BSSE Program within two weeks of application submission. Incomplete applications will not be considered. The decision may be appealed to the BSSE director within two weeks following the student's notification of the decision.

SKC Bachelor of Science in Secondary Science Education Application

Full name _____ Student ID: _____

Current Address

Street address or PO Box _____

City _____ State _____ Zip Code _____

E mail address _____

Permanent address (if different)

Street address or PO Box _____

City _____ State _____ Zip Code _____

Day phone _____ Evening phone _____

Mobile phone _____ E-mail address _____

I am applying for the Salish Kootenai College Bachelor of Science in Secondary Science Education Program and verify that I have met the admission criteria listed below.

1. I am enrolled at SKC. Enrollment date: ____/____/_____   Yes ☐   No ☐

2. I have earned at least 60 quarter or 40 semester credits applicable to the BSSE.   Yes ☐   No ☐

    BSSE Adviser approved credits: _____   Date Approved: _____/_____/_____

3. I have a minimum GPA of 2.75. Current GPA: _____   Yes ☐   No ☐

4. I have completed MATH 100 and ENGL 202 with a grade of "C" or better.   Yes ☐   No ☐

5. I have a minimum score of 588 on TABE test language component.   Yes ☐   No ☐
    Date taken: ____/____/___ Language score: _____ Language Mechanics score: _____
                                                                        Yes ☐   No ☐
6. I received a minimum rating of "Proficient" on the SKC Writing Sample Assessment.

    Date taken: _____/_____/_____   WSA Rating: _____
                                                                        Yes ☐   No ☐

7. I have also submitted the following required materials:
   - a copy of my scored BSSE Writing Sample Assessment Score   Yes ☐   No ☐
   - a copy of my most recent TABE test scores (Language and Language Mechanics)   Yes ☐   No ☐
   - official copies of my transcripts from all of the colleges I have attended   Yes ☐   No ☐
   - a signed Consent and Release form   Yes ☐   No ☐
   - a signed copy of the Expectations for Professional Dispositions form   Yes ☐   No ☐
   - a copy or proof of a background check (less than two years old)   Yes ☐   No ☐

  ** A copy of the TEP portfolio and interview approval form is required for full admission.

Consent and Release Form
Salish Kootenai College

I am seeking field experience/student teaching placement through the Education Department of Salish Kootenai College. I hereby expressly and voluntarily give Salish Kootenai College, its employees and any school district or early childhood program where I might be placed for field experiences or student teaching the right to request criminal record and background information in connection with my placement in the field.

I hereby authorize Salish Kootenai College, its employees, or any school district or program where I might be placed for field experience or student teaching, to request and receive any public or confidential criminal record information that may be in the files of any state or local criminal justice agency or child protective services. In addition, I hereby authorize SKC to forward a set of my fingerprints to the Federal Bureau of Investigation, to request information from Child Protective Services (both state and tribal), and to share the information received with any school district or program where I may be placed. I also give SKC and its employees the right to send such records to the Montana State Office of Public Instruction as part of the licensure process. I may also request that SKC share this information with other qualified agencies or schools by providing the Education Department a written request stating the name and address of the party to whom the report is to be sent.

I hereby release Salish Kootenai College, its employees and agents, and any agency or person supplying or receiving information pertaining to my background check from any liability for defamation, invasion of privacy or other claim in connection with any information provided. I further release SKC, its employees, and agents, from any liability for damage which may result from any dissemination of the information requested above.

Student name:_____

Street address:_____

City: _____ State: _____ Zip code: _____

Birth date: _____ Social Security number:_____

Other names used:_____

COMPLETE BOTH SIDES OF THIS FORM

12

Authorization Signature

_____   _____
Student Signature   Date

State of Montana   )
)   ss.
)

COUNTY OF LAKE

Before me, the undersigned, a Notary Public, in the said county and state, on this _____ day

of _____, _____, personally appeared _____

to me, known to be the identical person who executed the foregoing instrument, and

acknowledged to me that he/she executed the same as his/her free and voluntary act and deed. Given

under my hand, seal the day and year last above written.

                                        _____
                                        Notary Public

My commission expires:_____