“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.”
William Arthur Ward
Welcome!

This handbook is an important resource that will prove to be extremely valuable as you progress through your education program. Its primary purpose is to inform you of guidelines, policies and procedures related to your work toward licensure. As well, it briefly introduces you to the Conceptual Framework of the College of Education and Social Services and our programs.

The faculty encourages you to refer to this handbook throughout your time in your program and it is a working document. You may add important program specific information as you receive it.

_We welcome you! We are excited to work with you to support your efforts to become a professional in the field of education._
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I:  Context and Conceptual Framework</td>
<td>4</td>
</tr>
<tr>
<td>II: Authentic Work in the Field</td>
<td>5</td>
</tr>
<tr>
<td>III: CESS and State Licensure Alignment</td>
<td>5</td>
</tr>
<tr>
<td>IV: Inside the College of Education and Social Services</td>
<td>6</td>
</tr>
<tr>
<td>V:  CESS Undergraduate Programs</td>
<td>7</td>
</tr>
<tr>
<td>VI: Resources</td>
<td>8</td>
</tr>
<tr>
<td>VII: Professional Documents for Education Students</td>
<td>9</td>
</tr>
<tr>
<td>VI: Faculty and Staff</td>
<td>10</td>
</tr>
</tbody>
</table>
I. Context and Conceptual Framework - Summary

Context

Situated in Burlington, Vermont, the main campus of the University of Vermont provides both the cultural and governance center for the university’s nine schools and colleges. The University of Vermont (UVM) offers students choices for programs from among more than 90 undergraduate majors and more than 50 advanced degrees. UVM is the only research university in the state, and the state’s only Carnegie-classified Research-Extensive institution.

Faculty and staff of the College of Education and Social Services (CESS) work with more than 800 undergraduate and 400 graduate students in a variety of programs housed in the three departments of the college: the Department of Education, the Department of Leadership and Developmental Studies and the Department of Social Work. Professional preparation occurs in 11 programs that span all phases of life. CESS also holds the distinction of providing the only teacher preparation programs in the State of Vermont currently being evaluated by the Council for Accreditation of Educator Preparation (CAEP).

Conceptual Framework

As noted in recently amended and approved bylaws of the faculty, the College’s mission spans a broad spectrum of responsibilities related to the fields of education and social services.

The College of Education and Social Services educates and prepares outstanding professionals in education, social work, and human services; engages in scholarship of high quality; and provides exemplary professional service to Vermont, nationally, and globally. We do this to create a more humane and just society, free from oppression, that maximizes human potential and the quality of life for all individuals, families and communities.

To actualize this mission, CESS faculty has drawn on knowledge bases that are grounded in both theory and the practices of professionals in educational school and community settings. Shaped by research, practice, and dialogue, faculty developed a set of shared assumptions that can inform the common work of faculty and students. These assumptions summarize the College’s Conceptual Framework:

- Knowledge is socially constructed through dialogue and community-based practice.
- Education facilitates development of human potential.
- Education should advance social justice and democracy.
- All students can learn and have value in their communities.
- Learning communities demonstrate respect for and honor our diverse cultures.
- Teachers and other school professionals work collaboratively to problem-solve with stakeholders.

Through the articulation of curricular experiences and expectations, College faculty aspire to prepare committed reflective practitioners, instructional leaders, and change agents who can collaborate with other professionals to make a positive difference in schools and in the lives of all learners.

II. Authentic Work in the Field

Throughout your professional preparation, you will be challenged to link theory with practice while participating in school and community-based field experiences. You will have many opportunities to observe and practice in supervised placements in rural, suburban, and/or urban settings.

All field experiences in our programs challenge you to:

- Ground teaching in theory and research-based pedagogy
- Continuously reflect to improve your practice
- Promote strategies that strengthen academic and social competence
- Teach cross- and inter-disciplinary skills
- Assess learning and social competence in multiple ways
- Differentiate instruction to teach heterogeneous groups of students
- Create, safe, trusting and encouraging classroom environments
- Model enthusiasm, positive energy, and professionalism
- Partner with other school and community professionals
- Embed technology in teaching and learning activities
- Expand learning opportunities for all children

The field experiences, culminating in the final internship, enable you to demonstrate a deeper level of understanding and performance in these crucial areas.

III. CESS and State Licensure Alignment

Educator licensure programs in the College of Education and Social Services (CESS) align with the State of Vermont’s licensing regulations, which are organized by the Vermont Core Teaching Standards, and are directly aligned with the National InTASC Standards for new professionals.

“These Model Core Teaching Standards articulate what effective teaching and learning looks like in a transformed public education system – one that empowers every learner to take ownership of their learning, that emphasizes the learning of content and application of knowledge and skill to real world problems, that values the differences each learner brings to the learning experience, and that leverages rapidly changing learning environments by recognizing the possibilities they bring to maximize learning and engage learners. A transformed public education system requires a new vision of teaching.” (Charles Rathbone, personal communication)
CESS Recommendation and Vermont State Licensure

After you complete all CESS requirements for graduation, you will receive a recommendation for licensure in your endorsement area. The requirements for licensure by the State of Vermont are:

- Passing score on Praxis Core
- 3.0 overall GPA
- 3.0 GPA in the professional sequence
- B or better in Student Teaching
- Passing your portfolio
- Passing score on Praxis II
- Criminal Records Check and Fingerprinting

IV. Inside the College of Education and Social Services (CESS)

As noted above, not only does CESS house the Department of Education, but also the Department of Social Work and the Department of Leadership and Developmental Sciences. As you explore our college, we encourage you to find the best fit for you. Knowing the focus of these departments may help you meet your goals.

The Department of Social Work offers a Bachelor of Social Work (BSW) program that is accredited by the Council on Social Work Education (CSWE), conducting research and initiatives that strive to help meet the most pressing human service needs of the State of Vermont.

This rigorous program prepares you for professional social work practice in a variety of settings. If you’re interested in understanding and working with people and communities based on people's strengths and guided by principles of human rights and social justice, then our Social Work program is right for you.

Students with a degree in Social Work may pursue opportunities such as: social worker, child welfare professional, social justice advocate, and government and legislative careers.

For more information about the Bachelor of Social Work contact:
Ken Bechtel, 802-656-1339, kbechtel@uvm.edu

The Department of Leadership and Developmental Sciences (DLDS) offers a major and minor in Human Development and Family Studies (HDFS) and a course sequence focused on American Sign Language (ASL).

Students in the Human Development and Family Studies program look at patterns of human development, education of young children, provision of services to young children with special needs, and providing counseling services to children, families, and adults.
**Students in HDFS may pursue opportunities in:** human services, residential counseling for treatment programs, family and child advocate, higher education, and graduate study

The course sequence in American Sign Language (ASL) prepares students with a skill they can apply to real-world experiences. Since American Sign Language is currently the 4th most widely used language in the United States, your skills in this area will prove to be very valuable as you become a professional.

**Students with knowledge of ASL and Deaf culture may pursue opportunities in:** health care, law enforcement, human services, education, and many more.

**For more information about programs in DLDS contact:**
Margie Dunki-Jacobs, 802-656-2030, mdunkija@uvm.edu

V. CESS Undergraduate Programs

<table>
<thead>
<tr>
<th>Department of Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Majors</strong></td>
<td><strong>Minors</strong></td>
</tr>
<tr>
<td>Art Education (K-12)</td>
<td>Early Childhood Education (Prek-3)</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Elementary Education (K-6)</td>
</tr>
<tr>
<td>Special Education (K-6)</td>
<td>Music Education (K-12)</td>
</tr>
<tr>
<td>Middle Level Education</td>
<td>Secondary Education</td>
</tr>
<tr>
<td>(5-8)</td>
<td>(7-12)</td>
</tr>
<tr>
<td>Physical Education (K-12)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Social Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work – Major only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Leadership and Developmental Sciences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major</strong></td>
<td><strong>Minor</strong></td>
</tr>
<tr>
<td>Human Development &amp; Family Studies</td>
<td>Human Development &amp; Family Studies</td>
</tr>
</tbody>
</table>

American Sign Language (course sequence)
VI. Resources

Maps

- **UVM Campus map:** Make sure you’re familiar with your new surroundings. To view the map visit [www.uvm.edu/map/](http://www.uvm.edu/map/)

- **Map of Burlington:** You are so lucky to go to college in a town like Burlington! If you’re new to the area, or if you’re a native and venturing out on your own, there are tons of things to do and see! See [http://discoverymap.com/burlington-vt](http://discoverymap.com/burlington-vt)

Services

- **Career + Experience Hub:** Inside and outside the classroom, UVM is committed to helping you prepare for life after college. Choose experiences throughout your four years that broaden your horizons and build skills for a lifetime. Learn more at [http://www.uvm.edu/~uvmhub/](http://www.uvm.edu/~uvmhub/)

- **Clubs & Organizations:** Over 80% of University of Vermont students are involved in a club, and with about 170 SGA recognized clubs, there’s sure to be at least one you’ll be interested in. See [http://www.uvm.edu/sga/?Page=clubs.php&SM=menu_clubs.html](http://www.uvm.edu/sga/?Page=clubs.php&SM=menu_clubs.html)

  Some of the most popular clubs for our students are:
  - GEAR – outdoor and adventure recreation activities for people who want to gain experience, a partnership between the Mosaic Center for Students of Color (MCSC) and the UVM Outing Club
  - ASL Club – bridges the gap of the hearing community and Deaf community at UVM
  - Intramural sports – run through Campus Rec, with so many options
  - DREAM – a mentoring and community development program
  - Feel Good – grilled cheese sandwiches for donations to end hunger
  - Free 2 Be – our LGBTQA group on campus, sponsoring a wide range of events
  - Orchesis – student-run dance company that loves to dance, perform, and have fun
  - Outing Club – affordable wilderness trips and opportunities for students
  - SGA – Student Government Association – get involved at any level or committee
  - Special Olympics Club – partnership with the national organization for inclusive events

- **Counseling and Psychiatry Services (CAPS):** CAPS offers a variety of services to the UVM community including short-term individual counseling, urgent needs counseling, group counseling, outreach and education, psychiatry, referrals, and consultation services. [http://www.uvm.edu/~chwb/psych/](http://www.uvm.edu/~chwb/psych/)

- **Four-year Career Plan:** Where will you be after graduation? The four-year plan helps you stay on track to achieve your goals. It’s never too early to map out your objective. [http://www.uvm.edu/~career/?Page=CESS_4year.html&SM=4yearplansubmenu.html](http://www.uvm.edu/~career/?Page=CESS_4year.html&SM=4yearplansubmenu.html)

- **Student Accessibility Services (SAS):** SAS provides accommodations to students with documented disabilities, including exam accommodations, notetaking, advisement, and advocacy. [http://www.uvm.edu/access/](http://www.uvm.edu/access/)
• **Writing Center:** The Undergraduate Writing Center supports students at any point in their undergraduate career in the process of completing academic, professional, or personal writing projects. [http://www.uvm.edu/wid/writingcenter/UWC/](http://www.uvm.edu/wid/writingcenter/UWC/)

**VII. Professional Documents for Education Students**

Below you will find some of the documents that are used to evaluate your performance in coursework and in the field. It is important to become familiar with these, as we use them early and often in your program to build your understanding of professional responsibilities.

• **Clinical Experience Contract (CEC)** – Each time you go into the field, you are asked to review and sign a copy of the Clinical Experience Contract. This document highlights practices that must be followed during your time in school and community-based settings. It is important to remember that you are representing UVM, your college and program and most importantly, yourself. **Put your best put forward each time you go out in the field.**

• **Professional Attributes and Dispositions Assessment (PADA)** – Each program in CESS uses the PADA multiple times both in coursework and field experiences. This document looks at your professional practices, communication skills, and dispositions for teaching respectively, and assesses you on a scale from “Acute Area of Concern” to “Satisfactory”. Your goal is to be at a level of Satisfactory by the time you complete your program.

• **Fingerprinting/Criminal Record Check (CRC)** – Throughout your program you will be placed in schools or agencies that will require fingerprinting and criminal record checks. This requirement, which is in the Vermont state statute², is intended to ensure that all individuals working with children from birth through high school are considered safe. Because schools and agencies vary in terms of how they implement state regulations, your instructors and the schools or agencies in which you work will inform you about their specific requirements. **Everyone participating in their final internship will be required to have a CRC prior to this experience.**

---

² [http://legislature.vermont.gov/statutes/chapter/16/005](http://legislature.vermont.gov/statutes/chapter/16/005)
VIII. Department of Education Faculty and Staff

Art Education: 802-656-2014

Staff
artdept@uvm.edu

Faculty
Erika White, Lecturer ewhite17@uvm.edu

Early Childhood Education: 802-656-3356

Staff:
Cynthia Robare crobare@uvm.edu

Faculty
Jennifer Jo Hurley, Associate Professor jjhurley@uvm.edu
Lauren Mackillop, Senior Lecturer llawson@uvm.edu
Lori Meyer, Assistant Professor lmeyer1@uvm.edu
Susan Torncello, Lecturer storncel@uvm.edu

Elementary Education: 802-656-3356

Staff:
Karen Orr, Administrative Assistant, DOE korr@uvm.edu
Kim Nicasio, Administrative Assistant knicasio@uvm.edu

Faculty:
Ellen Baker, Director of Teacher Education, Lecturer ebaker2@uvm.edu
Kelly Becker, Adjunct Professor kmbecker@uvm.edu
Leslie Colomb, Lecturer lcolomb@uvm.edu
Jessica DeMink-Carthew, Assistant Professor Jdeminkc@uvm.edu
Juliet Halladay, Associate Professor jhallada@uvm.edu
Simon Jorgenson, Assistant Professor 92sjorge@uvm.edu
Cindy Leonard, Lecturer cleonar2@uvm.edu
Maureen Neumann, Associate Professor mneumann@uvm.edu
Leon Walls, Associate Professor lwalls@uvm.edu
Haley Woodside-Jiron, Associate Professor hjiron@uvm.edu

Middle Level Education: 802-656-1411

Staff:
Erin Wertlieb, Program Assistant ewertlie@uvm.edu

Faculty:
Penny Bishop, Associate Dean, Professor pbishop@uvm.edu
Jessica DeMink-Carthew, Assistant Professor Jdeminkc@uvm.edu
Kenneth Reissig, Program Coordinator, Senior Lecturer kreissig@uvm.edu
Cynthia Reyes, Associate Professor creyes@uvm.edu
Tricia Stokes, Lecturer tstokes@uvm.edu

(continued)
Music Education: 802-656-3040
Andrea Aquino, Administrative Assistant  aaquino@uvm.edu
Kelly Dutra, Department Administrator  kdutra@uvm.edu

Physical Education: 802-656-3356
Declan Connolly, Professor  dconnoll@uvm.edu
Brett Holt, Associate Professor  bjholt@uvm.edu

Secondary Education: 802-656-1411
Staff:
Erin Wertlieb, Program Assistant  ewertlie@uvm.edu

Faculty:
Lia Cravedi, Program Coordinator, Senior Lecturer  lcravedi@uvm.edu
Carmen Petrick Smith, Assistant Professor  csmith53@uvm.edu
Jennifer Prue, Senior Lecturer  jfprue@uvm.edu
Barri Tinkler, Associate Professor  btinkler@uvm.edu
Alan Tinkler, Assistant Professor  atinkler@uvm.edu
Tricia Stokes, Lecturer  tstokes@uvm.edu
Regina Toolin, Professor  rtoolin@uvm.edu

Special Education: 802-656-2936
Staff:
Roman Vogel  rvogel@uvm.edu

Faculty:
Michael Giangreco, Professor  mgiangre@uvm.edu
Shana Haines, Assistant Professor  sjhaines@uvm.edu
Colby Kervick, Assistant Professor  ckervick@uvm.edu
Glenn Patterson, Lecturer  gpatter1@uvm.edu
Jennifer Stratton, Lecturer  jcolton@uvm.edu
Leslie Colomb Lecturer  lcolomb@uvm.edu
George Salembier Professor  gsalembi@uvm.edu

Student Services: 802-656-3468
MJ Jaird, Coordinator of Student Services  mjaird@uvm.edu
Tiffanie Spencer, Asst. Director for Diversity, Retention, and Student Services  tspence2@uvm.edu
Lynn White Cloud, Asst. Dean for Academic & Student Affairs  lwhitecl@uvm.edu
Gillian Homsted, Director of Student Services  ghomsted@uvm.edu