# Table of Contents

WELCOME .......................................................................................................................... 3  
LOGGING ONTO YOUR SU ACCOUNTS ............................................................................. 3  
SU EMAIL.......................................................................................................................... 3  
BLACKBOARD ACCESS ................................................................................................... 4  
CAREER SWITCHER PROGRAM OVERVIEW .................................................................. 4  
CAREER SWITCHER PROGRAM SCHEDULE .................................................................... 5  
TEXTBOOKS ....................................................................................................................... 5  
CRIMINAL BACKGROUND CHECK .................................................................................... 5  
HONOR CODE ................................................................................................................... 6  
ATTENDANCE POLICY ...................................................................................................... 6  
TECHNOLOGY .................................................................................................................. 7  
MODULE EVALUATION ..................................................................................................... 7  
EXPRESSING CONCERNS................................................................................................. 7  
MULTIPLE ENDORSEMENTS ............................................................................................ 7  
GRADES AND TRANSCRIPTS ............................................................................................ 8  
WITHDRAWAL AND REFUND POLICY ............................................................................. 8  
INCLEMENT WEATHER .................................................................................................... 8  
IMPORTANT LINKS ........................................................................................................... 8
WELCOME
The faculty and staff of the Office of Education Outreach welcome you to our Career Switcher program.

This handbook has been compiled to offer general information regarding our procedures and Shenandoah’s Career Switcher program. More detailed information about Shenandoah University student policies can be found at http://www.su.edu/Student_Handbook_2011-12.pdf. We encourage all students to read the full handbook.

If you do not find the answer to your questions in this handbook, please contact one of these staff members:

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LOGGING ONTO YOUR SU ACCOUNTS

SU students are provided with an SU username and SU ID Number that also serves as their password to enter the SU Online Portal giving access to Web Advisor and SU email, SU Blackboard and for access of the SU online Library.

Username: your SU username: ________________
Password: your SU ID number: ________________

You will receive this login information at your initial administrative Career Switcher module. If you do not receive this information, call 540-535-3552.

To log on to your SU Accounts through Blackboard, go to http://learn.su.edu. Enter your Username and Password information. You will see your SU homepage. From this page, you can navigate to your SU email account, Blackboard or WebAdvisor.

SU EMAIL

SU E-mail is the official communication tool between students, instructors, facilitators and CS program coordinators; you must check you SU email account daily. You are responsible for messages sent to that account. Once you logon to Blackboard, look for the “Quick Link” menu on the left side of the screen. Click on the “SU Google Mail” Quick link. You will be redirected to the SU Google Email page.

IF LOGGING IN FOR THE FIRST TIME, you’ll use your Username as above, plus your default SU Google Apps password, which is your password above with an uppercase “G” in front of it. Enter your Username followed by your default SU Google Apps password and follow the directions create new password for your SU Google Apps account.

After creating a new SU Google Apps password, your SU Email Inbox will be displayed.
BLACKBOARD ACCESS
Blackboard is available to all students for all modules. The Blackboard Academic Suite offers a robust set of tools, functions and features for learning. Within a course, students can view and/or download course documents, presentations, handouts and assignments. Students can also share information with classmates and instructors via SU email and discussion boards all contained within Blackboard.

You may now enter your online Blackboard site for your Career Switcher course. Again, you must first log into Blackboard with your SU Username and Password. Click on the “Courses” tab and look under the “Course List” menu to see the Career Switcher OEO 001 course for which you are enrolled. Click on that course link to enter your Career Switcher course.

CAREER SWITCHER PROGRAM OVERVIEW
Phase I consists of 150 hours of instruction and a 40-hour practicum related to teaching. Phase I includes topics on the foundations of teaching; human growth and development; curriculum, instruction and assessment; subject-based methods; teaching with technology; classroom management and more. During this first phase, participants will also be placed in participating schools systems to observe classes and to teach selected lessons (consisting of 40 hours). This practicum placement will begin approx. 5-6 weeks after Phase I begins.

Students will develop an online teaching portfolio during Phase I work demonstrating their evidence of success within the program. This portfolio, as well as a paper-based “showcase” portfolio will be reviewed by instructors and the Director of Education Outreach near the completion of Phase I.

Reviewers will be looking for the evidence of success in the completion of the professional studies competencies and the practicum (observation reports, lesson plans, and reflection on the lessons taught. All portfolios must be reviewed by the end of the term. Any request for an extension for completion of the portfolio (due to extenuating circumstances) must be requested in writing to the Director of Education Outreach. In such a case, an agreement for completion of the portfolio would be developed and the decision to grant an extension is solely up to the Director of Education Outreach. If the portfolio is not complete as agreed upon, the student would have to repeat the Career Switcher program. This would require an additional tuition charge.

Successful completion of Phase I is determined by this portfolio review and is based upon the defined “evidence of success” criteria as stated in a portfolio checklist provided to Career Switchers on Blackboard during Phase I. Upon successful completion of the first phase, Shenandoah University issues a Phase I Certificate of Completion. Next, Shenandoah University submits the Career Switcher’s packet of license credentials to the Virginia Department of Education for review. That packet contains the Career Switcher’s application form, the fee for processing the application, documentation of five years full time work experience, official copies of the student’s transcripts, a record of the student’s passing scores in Praxis II and VCLA, and confirmation of the Career Switcher’s successful completion of Phase I of the Career Switcher program. Once the Department of Education has reviewed this packet, they will issue a Career Switcher Provisional License which allows the Career Switcher to teach in his/her area of endorsement.
The Career Switcher provisional license is valid for one year (from July 1 to June 30) and may be extended two additional times for one year terms each, if needed.

**Upon full time employment OR half-time employment (2 years)** with a public school division or a state-approved accredited private school in Virginia, the Career Switcher enters Phase II.

During this first year of teaching, the Career Switcher will work with a trained mentor teacher who will help improve skills and performance, support morale, and work with the Career Switcher to put theory into practice. Phase II students will also meet again as a class at Shenandoah several times for an additional 20 hours of professional development to discuss experiences in the classroom, update skills in curriculum and instruction, classroom and behavior management, and human growth development.

**It is only upon successful completion of Phase II that Career Switchers will have completed all of the requirements necessary to receive a five-year renewable Virginia license.** It is Shenandoah University’s responsibility to inform the school division that the student has successfully completed the workshop component of Phase II. Shenandoah University will provide the five-year renewable license application form to the school division. This information is emailed to the school division within three weeks of the final Phase II workshop. The school system will subsequently submit this application to the VDOE on the student’s behalf.

**Failure to complete all the requirements in Phase II means the Career Switcher is not eligible to receive his five-year renewable license.**

**CAREER SWITCHER PROGRAM SCHEDULE**
Shenandoah University offers the Career Switcher program in the Fall and the Spring. Generally, the Fall program begins in late August while the Spring term begins in late January. Detailed schedules per program location may be found on [www.su.edu/cs](http://www.su.edu/cs).

**TEXTBOOKS**
Your textbooks are included in the Career Switcher tuition and are distributed at the first administrative module. No additional textbooks are required.

**CRIMINAL BACKGROUND CHECK**
Prior to final acceptance to the SU Career Switcher program, all participants must undergo a criminal background check through Shenandoah University. Information will be distributed to students with their registration packages. Shenandoah University is partnered with an SU-approved third party provider to conduct Criminal Background Check (CBC) services. Participants will pay the provider directly for their CBC.

**Please note that this background check includes a Department of Motor Vehicle (DMV) check. Although most DMV infractions will not preclude an applicant from receiving a teaching license in Virginia, some school divisions will not hire teachers with previous convictions of a misdemeanor DUI or reckless driving. Applicants**
with any concerns regarding their criminal background check should contact the Coordinator of Education Outreach immediately.

Some school divisions require their own background check and students completing a field experience in those districts will complete the additional background check at the school division's expense. Students will be notified of this additional check when beginning their practicum experience.

HONOR CODE
Trust and mutual respect are essential to an environment in which learning is fostered. To encourage and support such an environment, the university adopted an Honor Code based on the recommendations of the Student Government Association and the Faculty Assembly. The Honor Code provides mechanisms for dealing with academic dishonesty. The Honor Code may be found by logging into Blackboard and selecting the “Organizations” tab. Click on the “Academic Affairs for Students” organization, followed by the “Documents” tab. The link for the SU Honor code will be displayed. Students are expected to read the provisions of the Honor Code and to abide by them. Incoming students will be asked to sign the Shenandoah University Honor Pledge form and return it to their facilitator. Students violating the honor code will be dealt with in accordance with the procedures detailed in the Honor Code.

ATTENDANCE POLICY
The Virginia Department of Education (VDOE) mandates the hours of instruction in Phase 1 of the Career Switcher program. Participants are expected to be on time for each session. Facilitators take attendance each week and report the attendance to the Coordinator of Education Outreach.

Repeated late arrival to class will NOT be tolerated. A student knowing that he/she will be late is to email the Facilitator BEFORE class that day. Very late arrivals (1/2 hour or more) will have to make-up the time with the instructor.

Missed modules are categorized as **excused** absences or **unexcused** absences. With the exception of emergencies, any planned absence that is **not** relayed to an instructor at least two weeks prior to the absence will be considered an unexcused absence. Taking a PRAXIS test on a scheduled test day **is** an excused absence and will count as one of the two allowed absences.

**Policy for Missing a Module**
A student can miss up to **TWO** modules before having a meeting with the Program Coordinators to review their status of continued enrollment. A full missed Saturday counts as TWO missed modules.

All missed modules must be made up with the Instructor. Emergencies are the exception, although the time will have to be made up with the instructor(s).

**Procedure for Making Up a Missed Module**
At least two weeks before a **planned** absence, the student must email the Instructor to inform him/her of the unavoidability of an upcoming absence. Within one week of an **unplanned** (emergency) absence, the student must email the Instructor regarding the missed module.
The student must ask about a make-up assignment and the due date of this assignment. **You MUST copy your Facilitator and the Coordinator of Education Outreach on this email.**

Once the assignment is completed, the instructor will inform your Facilitator and the Coordinator of the successful completion of the make-up assignment.

**TECHNOLOGY**
Four Technology-specific modules are delivered in Phase I. In addition, some instructional modules require the use of technology. Teachers in Virginia are expected to be technologically competent. **The assumption is that you will have reliable access to the internet and a reliable printer on a routine basis and understand the basics of computer and Microsoft Office use.** Assignments may be submitted electronically as required by your Career Switcher instructors. SU’s Blackboard is available to all instructors and students for all modules.

**MODULE EVALUATION**
At the conclusion of each series of modules (e.g. Technology, Classroom Management, etc.), the facilitator will request that each Career Switcher complete an online instructor evaluation. At the end of Phase I, all Career Switchers participate in an online evaluation of the Phase I program. The School of Education gives serious consideration to all information gathered on these evaluation forms.

**EXPRESSING CONCERNS**
From time to time, a student may develop a concern regarding our Career Switcher program in which he or she is enrolled, or have a concern regarding the administrative processes of our school. First, address your concerns with the Coordinator of Education Outreach. If you require additional clarification, contact the Director of Education Outreach. If you feel your concern has still not been properly addressed, contact the Director of the School of Education and Human Development.

**MULTIPLE ENDORSEMENTS**
To enter our Career Switcher program, a single passing score on a PRAXIS II is required. Career Switchers should have a command of the subject and reasonable expertise in the field, not simply a personal interest in the discipline. Career Switchers can take additional PRAXIS II tests to hold multiple endorsements, but keep in mind the following:

- Being endorsed in more than one discipline provides a school division greater hiring options with a single candidate. The candidate is more viable.
- Candidates with multiple endorsements may be required to teach more than one endorsed area at the same time.

Remember that teachers are under contract with a school division. School divisions can use endorsements as needed while teachers are under contract. Therefore, in deciding on multiple endorsements, **make sure that you are taking PRAXIS II tests in the subject areas in which you have a strong desire to teach.**
**Adding on Endorsements**
Career Switchers may take a PRAXIS II test to add on an additional endorsement at any time, even after they complete the Career Switcher program. Be aware that taking an additional PRAXIS II on a Saturday when a Career Switchers class is scheduled is counted as a missed class, one that will have to be made-up.

**GRADES AND TRANSCRIPTS**
Since the Career Switcher program is a non-degree program, no formal grade is assigned. 18 CEU’s (Continuing Education Units) are assigned at the end of Phase II for Career Switchers who successfully complete the program. If you desire a CEU transcript, send a written, signed request to the Office of the Registrar, Shenandoah University, 1460 University Dr., Winchester, Va., 22601 or fax request to 540-665-5446 to request a transcript (sample request form provided in Important Links section). This request must include your name, Social Security number or SU I.D. number and the address where the transcripts are to be sent. There is no fee for this service.

**WITHDRAWAL AND REFUND POLICY**
Once classes begin, program withdrawals and refunds are considered on a case-by-case basis. Withdrawal and refund requests must be made in writing to the Director of Education Outreach. Withdrawal requests are then reviewed by the Vice President of Administration and Finance for Shenandoah University whose decision is final. Any authorized tuition refund will be pro-rated depending upon the request submission date.

**INCLEMENT WEATHER**
The inclement weather policy varies from one program location to another. The inclement weather policy is distributed to each student at the beginning of the program.

**IMPORTANT LINKS**
Below are some important links to Career Switcher students.

| Shenoandoa University Transcript Request Form | www.su.edu/transcriptrequest.pdf |
| Virginia Dept. of Education | http://www.doe.virginia.gov/ |
| VDOE Career Switcher homepage | http://www.doe.virginia.gov/teaching/educator_preparation/career_switcher/ |
| State-Accredited Private Schools | http://www.vcpe.org |
| License Query | https://p1pe.doe.virginia.gov/tinfo/ |