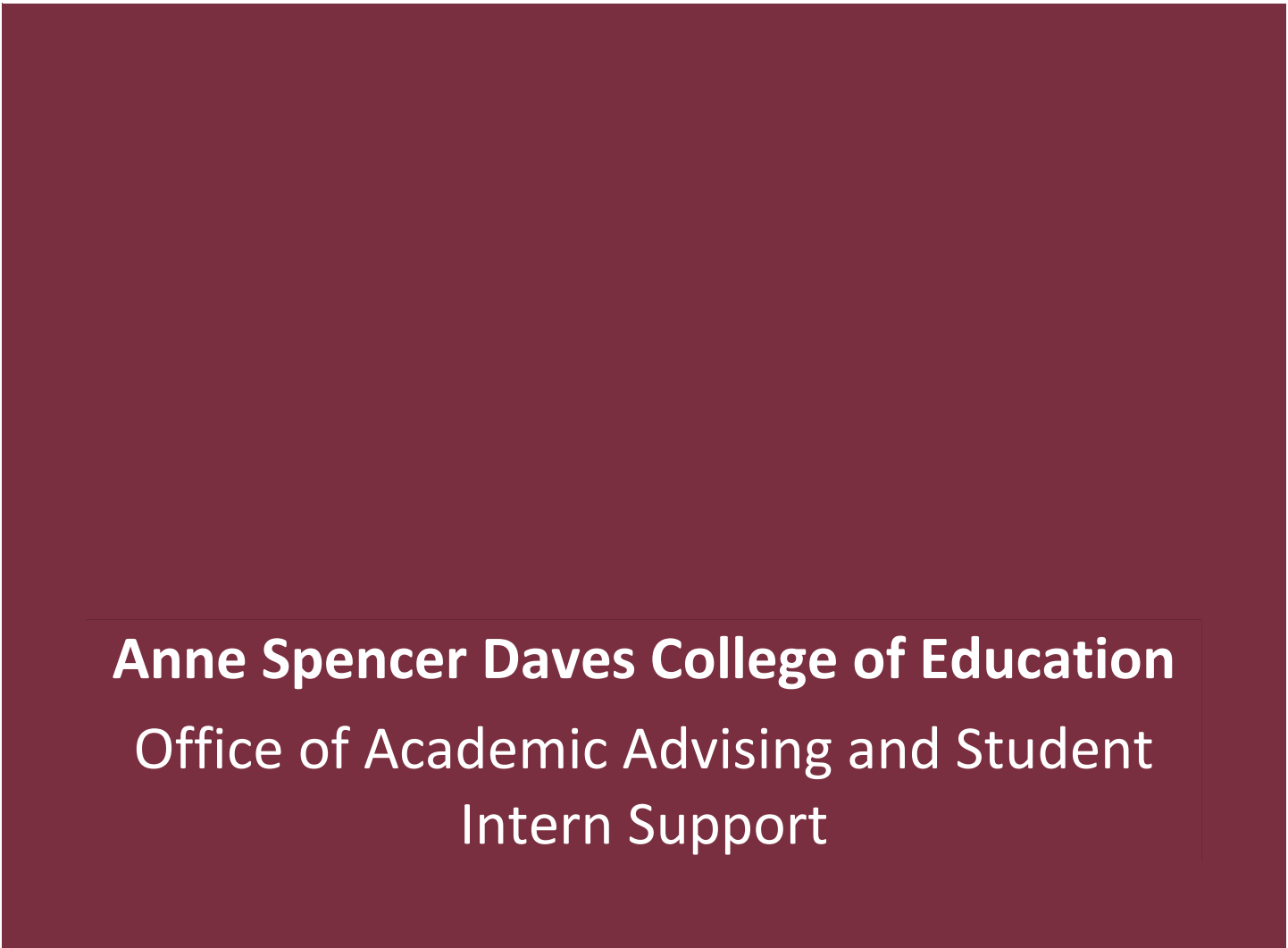


2025-2026 TEACHER PREPARATION STUDENT HANDBOOK



Anne Spencer Daves College of Education
Office of Academic Advising and Student
Intern Support

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Welcome to the Anne Spencer Daves College of Education

You are receiving this handbook because you are enrolled in a major that is a Florida state approved initial teacher preparation program. These programs lead to a professional Florida educator's certificate.

Please take the time to carefully read through the following materials, as they include important information about what makes your major different than other majors across campus. There is a team of staff and faculty who are here to answer your questions and guide you along your pathway to becoming an educator or educational leader! I am happy that you have chosen a career that many of us at Anne's College have worked in for most of our lives. We think working with children in our K-12 schools is an amazing career and we hope you find it equally satisfying.

Wishing you a wonderful academic year and Go Noles!

Dr. Toby Park-Gaghan

Associate Dean for Academic Affairs

Anne Spencer Daves College of Education, Health, and Human Sciences

tjpark@fsu.edu

Overview of Florida State Approved Initial Teacher Preparation Programs

Programs that are approved by the Florida Department of Education (FLDOE) meet all requirements for a professional Florida Educator's Certificate. The FLDOE requires programs to carefully collect and closely monitor academic progress and completion of specific milestones. These requirements are outlined in Florida State Statutes and Florida State Board of Education Rule.

The majors that are approved by the FLDOE in Anne's College are outlined below.

Program	State-Approved Certification Area
Blindness and Low Vision Education (BS/MS)	Visually Impaired (grades K-12)
Elementary Education (BS), Panama City Campus	• Elementary Education (grades K-6) • ESOL Endorsement • Reading Endorsement
Elementary Education (BS/MS)	• Elementary Education (grades K-6) • ESOL Endorsement • Reading Endorsement
English Education (BS/MS)	• English (grades 6-12) • ESOL Endorsement • Reading Endorsement
FSU-Teach Mathematics (BS)	Mathematics (grades 6-12)
FSU-Teach Science (BS)	• Biology (grades 6-12) • Chemistry (grades 6-12) • Earth/Space Science (grades 6-12) • Physics (grades 6-12)
Social Science Education (BS/MS)	Social Science (grades 6-12)
Special Education Teaching (BS/MS)	• Exceptional Student Education (grades K-12) • Autism Endorsement • ESOL Endorsement • Reading Endorsement

Advising Resources

Anne's College provides a variety of advising resources to all students. The Office of Academic Services and Intern Support (OASIS), located on the second floor of the Stone Building in Suite 2301, provides central advising services and academic support. For more information about OASIS and contact information for all staff, please see the following:

annescollege.fsu.edu/oasis.

The department and academic program also provide advising resources specific to each major. Each program has a main contact referred to as the Program Coordinator.

Program	Department	Program Coordinator
Blindness and Low Vision	School of Teacher Education	Dr. Michael Tuttle
Elementary Education <i>Panama City Campus</i>	School of Teacher Education	Dr. Elizabeth Crowe
Elementary Education <i>Tallahassee Campus</i>	School of Teacher Education	Dr. Angie Davis
English Education	School of Teacher Education	Dr. Blake Tenore
FSU-Teach	School of Teacher Education	Dr. Abria Harris
Social Science Education	School of Teacher Education	Dr. Chantelle Grace
Special Education Teaching	School of Teacher Education	Dr. Addie McConomy

OASIS & Program/Department Student Services

OASIS	Academic Department
• Monitor Anne's College Educator Preparation Milestone Completion • Mapping Registration Holds • Dean's Registration Holds • Academic Progress Checks • Permission for Undergraduates to Take Graduate Courses • Medical and Mental Health Withdrawals • Collect and Monitor Florida Teacher Certification Exam (FTCE) Scores • Field Experience Paperwork & Clearances	• Upper-Division Coursework Advisement • Disposition Monitoring and Advisement • Field Experience Placements • FTCE Timeline • Registration • Add/Drop • Student Success Plans for Academic Performance and Dispositions • Application to Master's Program

• Approval of Master's Program of Study • Student Teaching Application & Placements • Final Graduation Check	
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Curriculum Maps

A complete listing of all the required courses for your major is available on the Anne's College website at annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/educator-preparation. These curriculum maps show the program's course sequence by term.

Teacher Preparation Milestones

All students enrolled in a Florida state-approved program must meet specific milestones throughout their program in order to graduate:

1. Complete all program courses with appropriate minimum grades
2. Demonstrate positive professional dispositions
3. Complete Signature Assessments at appropriate performance level
4. Complete Early Field Experiences at appropriate performance level
5. Pass all Florida Teacher Certification Exams (FTCE's)
6. Complete Student Teaching at appropriate performance level

The college and your program coordinator will work collaboratively to help you meet these important milestones. Students that are unable to meet these milestones will be required to change their major out of educator preparation. Please see Appendix A.

1. Program Minimum Course Grades

All students enrolled in a Florida state approved program must have a minimum of a C or better in all coursework at the undergraduate level. For those students enrolled in the BS/MS combined degree pathways, a grade of B or better (B- or lower is not accepted) must be earned in all graduate coursework taken while enrolled in the undergraduate portion of the combined BS/MS degree program.

Student must earn a grade of C or higher in all graduate-level courses taken while enrolled in the graduate portion of the combined BS/MS program. Credit hours for graduate courses graded below a C will not apply toward the MS degree but are computed in the graduate GPA. A minimum cumulative FSU graduate GPA of 3.0 is required to maintain good academic standing and for graduate degree conferral.

2. Student Learning & Licensure

Completion of a Florida state approved educator preparation program requires students to demonstrate mastery of the required standards for your program. This is done through Signature Assessments completed in your courses and Disposition Evaluations that are

completed by course instructors. FSU has adopted Student Learning & Licensure to track and monitor and collect data. Candidates will upload completed assignments SLL throughout the program.

An SLL membership is required for successful completion of your state approved teacher preparation program. Your membership is good for seven years and allows you to retain evidence of your demonstration of the standards required for a state approved program. The SLL membership costs \$139.00 and must be purchased within the first 30 days of the first semester in your program. Failure to do so will result in a registration hold.

An email will be sent to you from SLL Coordinator in the third week of classes providing your username and instructions for purchasing your account. If you have any questions about program requirements for SLL you may contact Tonya Jones at tjones7@fsu.edu.

3. Dispositions

Dispositions are defined as “habits of professional action and moral commitments that underlie an educator’s performance” (InTASC Model Core Teaching Standards, p. 6). You will be required to demonstrate positive professional dispositions in your courses and field experiences. The instructors in your educator preparation courses will evaluate your dispositions each semester in Student Learning and Licensure (SLL). You must demonstrate professional dispositions with an average score of 3.00 (Developing 2) across all courses each semester. During the semester prior to student teaching, you must demonstrate professional dispositions with an average score of 4.00 (Target) across all courses in that semester.

For more information about the Disposition Evaluation tool used by the Anne’s College, please visit annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/educator-preparation.

Student Improvement Plans for Dispositions

Students who have a concerning pattern of scoring below Developing 2 in key disposition areas will be placed on a Student Success Plan outlining expected improvement and student outcomes. Students may only be placed on two Student Success Plans related to disposition concerns. Further issues in the area of dispositions may result in program dismissal.

4. Signature Assessments

Throughout the program, courses will include Signature Assessments that must be uploaded into Student Learning and Licensure.. Signature Assessments have been identified by the College to assess your mastery of FLDOE outcome standards. FLDOE requires all state approved programs to assess individual teacher candidate performance throughout coursework, field experiences, and student teaching.

There are four types of Signature Assessments:

- FEAP Signature Assessments (All Programs)
- Reading Signature Assessments (Elementary Education, English Education, Special Education Teaching)

- ESOL Signature Assessments (Elementary Education, English Education, Special Education Teaching)
- Autism Signature Assessments (Special Education Teaching)

Standard-based rubrics will be used to evaluate Signature Assessments and there are minimum levels of performance associated with all Signature Assessments. Students who receive a rating below the associated minimum level of performance will need to revise the assignment and resubmit the Signature Assessment in Via during the course. **A failing grade will be given in the course if a student cannot show mastery at the minimum level of performance by the end of the course or does not submit the Signature Assessment in Via.**

FEAP Signature Assessments (All Programs)

The FLDOE requires that all teacher education candidates demonstrate mastery of the Florida Educator Accomplished Practices (FEAPs), which are the state's core standards for effective educators. The FEAPs are organized around 6 areas, with a total of 37 indicators that must be assessed during your coursework and field work. There are 8 FEAP Signature Assessments (FSAs) that are embedded in your program. FSA 1-8 are located in your various coursework. Please see the FEAPs Signature Assessments below:

Elementary Education, English Education, and Special Education Teaching

1. Early Lesson Plans and Reflections
2. Early Teaching Philosophy
3. Principles of Professional Conduct for Florida Educators Module
4. Classroom Management Assignment
5. Assessment Case Study Assignment
6. ESOL Lesson Plan
7. Differentiated Unit Plan
8. Field Instructional Impact Analysis

Blindness and Low Vision and Social Science Education

1. Early Lesson Plan
2. Early Teaching Philosophy
3. Principles of Professional Conduct for Florida Educators Module
4. Classroom Management Assignment
5. Assessment Case Study Assignment
6. ESOL Lesson Plan
7. Content Area Literacy Lesson Plans
8. Field Instructional Impact Analysis

All candidates must score 3 - Developing 2 or higher on each criteria. If a candidate scores below performance expectations, instructors will provide feedback and the candidate will revise the assignment and resubmit before the end of the course. If the candidate does not meet minimum performance expectations by the end of the course, they will receive a grade of F and be placed on a Student Improvement Plan and must submit revisions and meet performance expectations by the 7th week of class in the following semester.

Reading Signature Assessments

The FLDOE also requires that all teacher education candidates demonstrate mastery of Florida Reading Competencies that have been developed by Just Read, Florida. RSAs are only applicable to programs that are approved for Reading Endorsements. This includes Elementary Education, English Education, and Special Education. There are various Reading Signature Assessments (RSAs) embedded in your program. Please see the RSAs and their corresponding courses below:

Reading Signature Assessments	Course
1. Phonological Awareness and Phonics Assessment Report	RED 4310 Foundations of Reading
2. Reading for Understanding Lesson Plans	RED 4510 Reading for Understanding
3. Assessing Understanding to Inform Instruction	RED 4510 Reading for Understanding
4. Comprehensive Data Collection	RED 4241 Using Assessments to Inform and Differentiate Reading Instruction
5. Data Based Instructional Plan	RED 4941 Reading and ESOL Practicum

All candidates must score 3 - Developing 2 or higher on each criteria. If a candidate scores below performance expectations, instructors will provide feedback and the candidate will revise the assignment and resubmit before the end of the course. If the candidate does not meet minimum performance expectations by the end of the course, they will receive a grade of F and be placed on a Student Improvement Plan and must submit revisions and meet performance expectations by the 7th week of class in the following semester.

ESOL Signature Assessments

The FLDOE requires that specific teacher education candidates demonstrate mastery of Florida ESOL Standards. Mastery of these standards are measured through the use of ESOL Signature Assessments (ESAs).

ESAs are only applicable to ESOL Endorsed Programs, which includes Elementary Education, English Education, and Special Education. Students enrolled in these programs must show mastery of all ESOL standards to be eligible for an ESOL Endorsement as part of their initial teacher education program. Please see the ESAs and their corresponding courses below:

ESOL Signature Assessments	Courses
Field Language Case Study	TSL 4250 English Language Acquisition and Effective Communication for Teachers
ESOL Lesson Plan	TSL 4251 Methods in Teaching English Language Learners in PK-12 Classrooms
Field Instruction Project	TSL 5005 Applied ESOL Instruction

All candidates must score 3 - Developing 2 or higher on each criteria. If a candidate scores below performance expectations, instructors will provide feedback and the candidate will revise the assignment and resubmit before the end of the course. If the candidate does not meet minimum performance expectations by the end of the course, they will receive a grade of F and be placed on a Student Improvement Plan and must submit revisions and meet performance expectations by the 7th week of class in the following semester.

Autism Signature Assessments

Students in the Special Education Teaching BS/MS pathway are required to show mastery of the Council of Exceptional Children's (CEC) Advanced Specialty Standards for Special Education Developmental Disabilities and Autism Spectrum Disorder. Mastery of these standards are measured through Autism Signature Assessments (ASAs) embedded in coursework. Students are eligible for the Autism Endorsement as part of their initial teacher education program. Please see below for Signature Assessments and their corresponding courses:

Autism Signature Assessments	Courses
1. Communication Intervention Project	EEX 4291 Characteristics and Education of Learners with Autism Spectrum Disorders
2. Positive Behavior Support Plan	EEX 4613 Positive Behavior Support
3. Assessment Profile	EEX 5210 Assessment and Diagnosis of Autism Spectrum Disorder and Intellectual Disability
4. Research to Practice Lesson Plans and Reflections	EEX 5285 Preparing Individuals for Transition
5. Transition Assessment Project	

All candidates must score 4 - Target on each criteria. If a candidate scores below performance expectations, instructors will provide feedback and the candidate will revise the assignment and resubmit before the end of the course. If the candidate does not meet minimum performance expectations by the end of the course, they will receive a grade of F and be placed on a Student Improvement Plan and must submit revisions and meet performance expectations by the 7th week of class in the following semester.

Student Improvement Plans for Signature Assessments

If a student has not met the minimum performance expectations for a Signature Assessment or has not submitted a Signature Assessment, they will be placed on a Student Success Plan. The Signature Assessment must be submitted and scored at the appropriate level by the end of the

7th week of classes in the semester following completion of the course. Once the student has successfully completed the Signature Assessment in Via, their grade may be changed to reflect the grade in the course. For students who cannot successfully remediate the Signature Assessment by the end of the 7th week of the semester, the instructor will keep the grade of "F". No student may enter Student Teaching without demonstrating in Via appropriate scores on all Signature Assessments.

5. Early Field Placements

Early field experiences in courses provide an opportunity to participate in teaching activities in a classroom with a certified teacher. Instructors work with our Field Placement Coordinator in OASIS to provide a diversity of placements, supportive supervision, and an experience that will challenge and help re-affirm the choice of profession. School districts have taken precautionary measures to ensure the security and safety of their students. To gain entry into schools and to comply with the Jessica Lunsford Act, you must:

- Complete a Level II background screening (fingerprinting). Application forms must be obtained from OASIS in 2301 Stone building and the screening is done at Leon County Schools. Cost of the screening and red badge is \$95 and is effective for five years. If completing your early field outside of Leon County Schools, you will still be responsible for the district's fingerprinting requirements.
- Secure and provide proof of medical insurance

Please see Appendix C for the Anne's College Background Screening Policy.

It is strongly recommended that you purchase professional liability insurance. For more information about professional liability insurance, please visit annescollege.fsu.edu/academics/office-academic-services-and-intern-support-oasis/classroom-field-experience and click on "Clearance Procedures for Field Experience."

For more information about these field experience requirements, please contact Tala Hagan in OASIS at thagan@fsu.edu. The hours for early field experiences vary based upon your major and semester.

More detailed information regarding Early Field Experiences can be found in the 2025-2026 Early Field Experiences Handbook.

6. Florida Teacher Certification Examinations (FTCE)

Passing the Florida Teacher Certification Examinations (FTCEs) is required for placement in student teaching in all of Florida State University's state approved educator preparation programs. **No student may begin student teaching or internship without official passing scores on the appropriate Florida Teacher Certification Examinations by the deadlines. There are no exceptions to this policy.**

Listed below are the required exams for each state approved educator preparation program at Florida State University.

Program	FTCEs Required for Student Teaching/Internship
Blindness and Low Vision, BS/MS	Visually Impaired (grades K-12) Subject Area Examination Professional Education Examination
Elementary Education – Panama City Campus, BS	General Knowledge Examination Elementary Education (grades K-6) Subject Area Examination Professional Education Examination
Elementary Education – Tallahassee Campus, BS/MS	Elementary Education (grades K-6) Subject Area Examination Professional Education Examination
English Education, BS/MS	English Education (grades 6-12) Subject Area Examination Professional Education Examination
Social Science Education, BS/MS	Social Science (grades 6-12) Subject Area Examination Professional Education Examination
Special Education, BS/MS	Exceptional Student Education (grades K-12) Subject Area Examination Professional Education Examination

Exam Preparation

Test preparation resources provided by the state of Florida can be found at the following link: <http://www.fl.nesinc.com/resources.asp>. In addition, the Office of Academic Services & Intern Support (OASIS) maintains a collection of study guides for Subject Area Exams and the Professional Education Examination. Enrolled FSU students may borrow two study guides at a time for up to 7 days. OASIS is located in the [Stone Building, Room 2301](#). Office hours are 8:00 AM – 5:00 PM, Monday - Friday. For more information on test preparation resources, please visit <https://cehhs.fsu.edu/test-prep>.

The College of Education, Health, and Human Sciences provides [240 tutoring](#) accounts to all students enrolled in state-approved programs in the College. For more information about obtaining an account, please contact George Green at ggreen@fsu.edu.

Exam Registration

To register for the required FTCEs, please visit the [FTCE website](#). When students register to take the exam, they **must** request that scores be sent to Florida State University. This request should be completed at the time of registration for exam.

Scores for all FTCEs that are multiple choice may take 2-3 weeks to be reported to the university. Those subject areas that have subtests that have written essay components may take approximately 4-6 weeks for scores to be reported. Exams should be taken in a timely manner to meet the deadline for passing scores for student teaching/internship.

Deadlines for Verifying Passing Scores:

OASIS is responsible for verifying official FTCE scores in the score reporting system. **Please note that exam score reports or screen shots of exam score reports received after taking the exam**

are not acceptable. In order to be placed for student teaching, official passing scores must be verified by the deadlines outlined in the table below. Failure to meet the final deadlines will delay student teaching until the next semester.

Mandatory FTCE/Student Teaching Workshop

All students enrolled in a Florida state approved initial teacher preparation program at Florida State University **must attend** the FTCE/Student Teaching Workshop held in Spring prior to the year in which they intend to complete their student teaching/internship.

Recommended Attempts and Deadlines for General Knowledge Examination

Student Teaching Semester	Academic Program	1st Attempt (Recommended)	2nd Attempt (Recommended)	3rd Final Attempt (Required)	Deadlines for Passing Scores in the System
Fall	Elementary Education, Bachelor's (Panama City)	May 1 (1st Semester of Program)	September 1 (2 nd Semester of Program)	April 15 GK Essay June 1 GK Multiple choice (Summer semester prior to student teaching)	July 1 (Summer semester prior to student teaching)
Spring	Elementary Education, Bachelor's (Panama City)	October 1 (1st Semester of Program)	May 1 (2 nd Semester of Program)	October 1 (Fall semester prior to student teaching)	November 1 (Fall semester prior to student teaching)

Recommended Attempts and Deadlines for Subject Area Examinations and the Professional Education Examinations

Student Teaching Semester	1st Attempt (Recommended)	2nd Attempt (Recommended)	3rd Final Attempt (Required)	Deadlines for Passing Scores in the System
Fall	March 1 (SAE) April 1 (ProEd)	April 15 (SAE) May 15 (ProEd)	April 15 English (grades 6-12) Essay exam June 16 (All multiple-choice SAE and ProEd)	July 1 (Summer semester prior to student teaching/internship)

Spring	May 1 (SAE and ProEd)	July 1 (SAE and ProEd)	August 15 English (grades 6-12) Essay exam October 1 (All multiple-choice SAE and ProEd)	November 1 (Fall semester prior to student teaching/internship)
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Application to Extend the Deadline for Passing Scores

Students may submit an application to extend the deadline for passing scores. In order to qualify for an extension on the deadline, the student must have attempted the exam by the dates outlined below.

Semester	Deadline for Exam Attempts to Qualify for an Extension	
Fall Student Teaching/Internship	April 15 (Essay exams)	June 1 (Multiple choice exams)
Spring Student Teaching/Internship	August 15 (Essay exams)	October 1 (Multiple choice exams)

Please note that essay exams, i.e., English (grades 6-12) Subject Area Examination and the General Knowledge Examination take longer to score than multiple choice exams, so deadlines for attempts on these tests are earlier. If a student has not attempted the exam by these dates, they will not qualify for an extension. If the student has an attempt by the deadlines listed above, they should schedule retakes and submit an appeal for an extension by the deadlines listed below.

Student Teaching Semester	Submission of Extension Deadline
Fall Student Teaching/Internship	June 15
Spring Student Teaching/Internship	October 15

The application for an extension is submitted through the following link:

https://fsu.qualtrics.com/ife/form/SV_3I5V2Xer2FubO98

Students **will not** be considered eligible for an extension if they apply after the deadline.

In order to qualify for student teaching/internship, students that are granted an extension **must have passing scores in the system by the deadlines outlined below**. Multiple choice exams are reflected in the system two to three weeks following the exam. Essay exams take four to six weeks after the exam date to appear in the system.

Submitting Scores After Extension is Granted

If the student is scheduled to retake an exam that may not appear in the system by the deadline, they can upload official score reports to the following link. Official score reports are provided for multiple choice exams after the student has completed the exam. below. **Scores will not be accepted via email or by text.**

If the student has taken an exam with an essay component, scores can only be accepted if they

are reported in the system or the student may upload the official score report sent from Pearson to the following link: https://fsu.qualtrics.com/jfe/form/SV_9tQNiIVGWYqTEeW.

Please note that it may take up to four to six weeks to receive an official score report.

Student Teaching Semester	Final Deadline for Passing Scores
Fall Student Teaching/Internship	August 1
Spring Student Teaching/Internship	December 1

Steps for Appeals and Extension Deadlines

1. If an attempt on a test has been made by the deadlines listed above, the student schedules retakes of any failed exams.
2. After exam retakes are scheduled, the student files an appeal for an extension at the following link: https://fsu.qualtrics.com/jfe/form/SV_3l5V2Xer2FubO98
3. Students are notified if the extension is granted by OASIS within 5 days of application.
4. Students retake the exam(s).
5. If the student has passed the exam in time for scores to be reflected in the system, they will be notified when they appear. If the exam was taken too late to reflect in the system, the official score reports may be uploaded at the following link:
https://fsu.qualtrics.com/jfe/form/SV_9tQNiIVGWYqTEeW

Contacts for Appeals and FTCEs

Rebecca Pfeiffer, Director of Accreditation, rcappellini@fsu.edu

Ryan Pennington, Academic Assessment Professional, rppennington@fsu.edu

7. Student Teaching

Student Teaching is the culminating experience in Florida State University's Educator Preparation Program. During this experience, students will be given an opportunity to practice and demonstrate the various skills that they have learned throughout their teacher preparation program. For many students, this is the most memorable part of their experience at FSU.

In order to be admitted to Student Teaching, all the appropriate milestones must be met. These milestones include but are not limited to, completion of all coursework and successful completion of all Florida Teacher Certification Exams (FTCEs) prior to the beginning of the student teaching semester. If students are student teaching in the Spring semester, FSU must receive passing FTCE scores by November 1st of the prior Fall semester. If students are student teaching in the Fall semester, FSU must receive passing scores by July 1st of the prior Summer semester.

All students enrolled in a Florida state approved teacher preparation program must attend the Florida Teacher Certification Examination (FTCE) and Student Teaching Workshop offered in February of each year. During this workshop, the Director of Student Teaching will provide information on the process, beginning with the Intent to Student Teach application. Program advisors and/or faculty will inform students when it is time to apply to student teaching.

College policy requires all student teaching placements to take place in the State of Florida within an approved school district that the college has an active Affiliation Agreement with. Out of State placements will not be considered. **There are no exceptions to this policy.** Students may request to complete student teaching in a Florida school district and/or private school that has an agreement with Florida State University. Once the form is complete, the Director and your Program Leader will determine the most appropriate placement.

A University Supervisor and Cooperating Teacher will mentor each Student Teacher throughout the student teaching experience. Both the University Supervisor and Cooperating Teacher will observe the Student Teacher and evaluate their performance several times throughout the semester. These evaluations will provide the student teacher with areas of strengths and areas for improvement.

More detailed information regarding Student Teaching can be found in the *2025-2026 Student Teaching Handbook*.

FSU Academic Honor Policy

It is important to remember that the FSU Academic Honor Policy applies to both your coursework and field work. We recommend that you become familiar with the Academic Honor Policy at <http://fda.fsu.edu/Academic-Resources/Academic-Honor-Policy>

Forging field experience logs, collaborating on assignments that are not group work, reusing assignments in classes without instructor permission, and fabricating data are all violations of the FSU Academic Honor Policy.

Please be aware that using social media to collaborate on and share course exams or assignments with other students that are not identified by the course instructor as group work is a violation of the FSU Academic Honor Policy. If you have any questions, contact your instructor to ask for clarification.

Student Grievance Process

If you are experiencing issues in any of your classes, it is important to attempt to resolve these issues through the proper processes. Appendix F includes the general student grievance process at FSU.

The above process does not cover grade appeals, which follow a separate, time sensitive process. For more information, go to <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/general-academic-appeals-student-grievances>.

Bullying and Harassment

The FSU Student Code of Conduct forbids FSU students from engaging in face-to-face or on-line harassment and bullying.

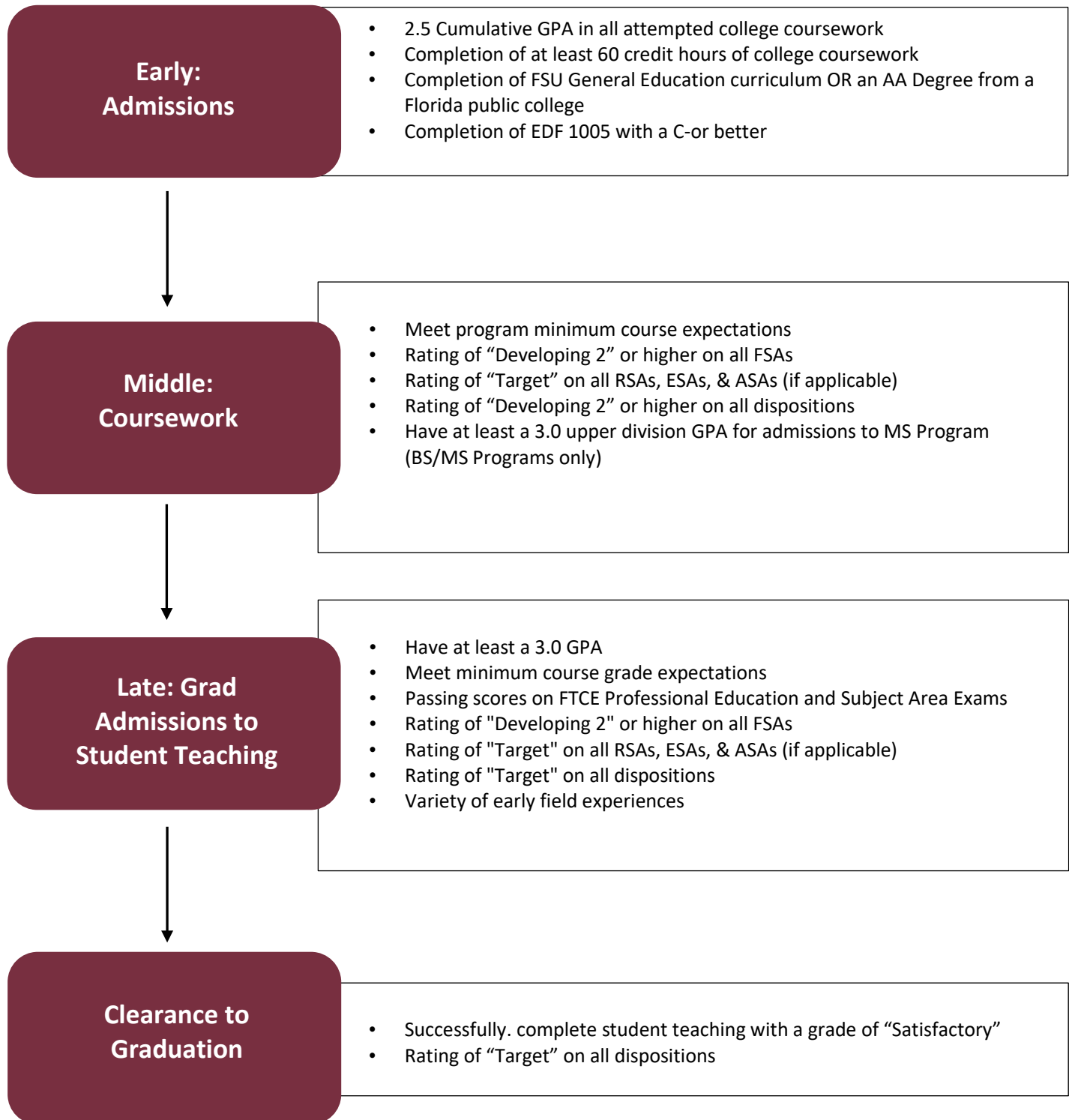
“This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual’s work or academic environment.

This environment may be created by verbal, written, graphic, threatening and/or physical

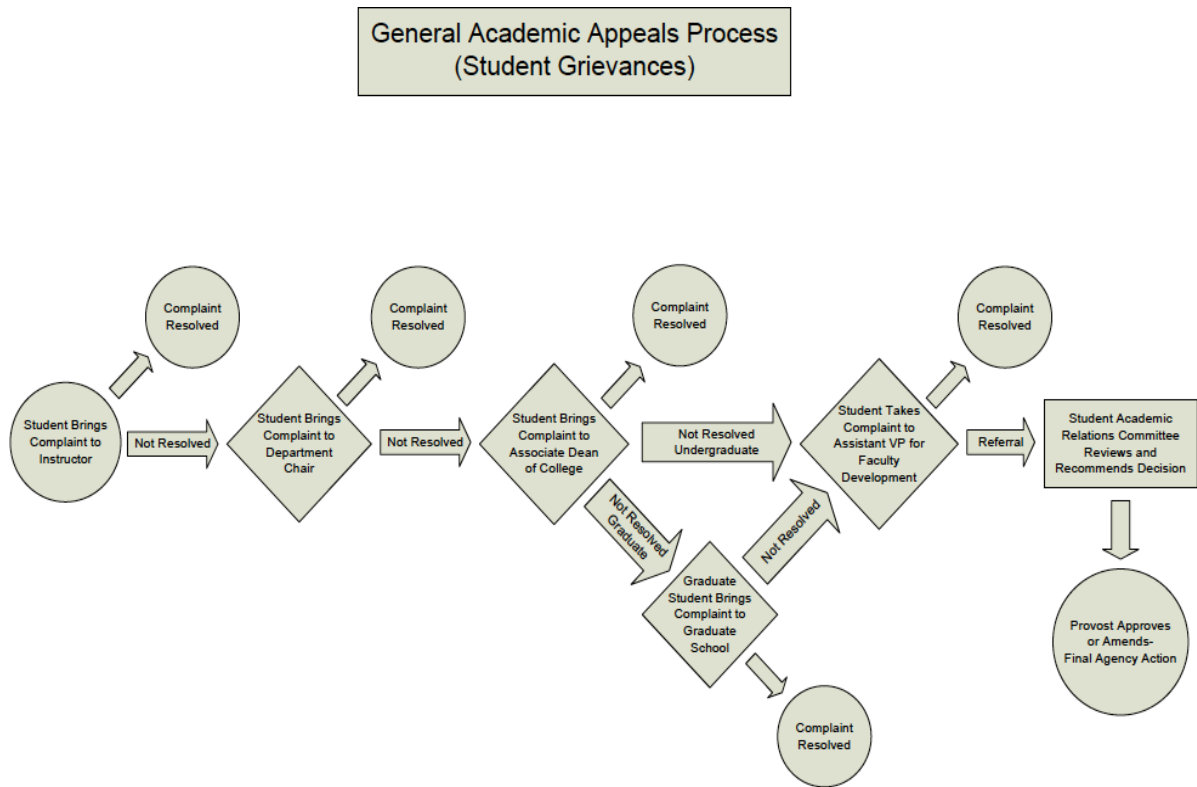
conduct that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of membership in a protected class may not result in a violation of this policy but may be addressed through education and/or other resolution methods.”

As a future educator, it is essential that you do not engage in any behaviors that could be perceived as bullying or harassment, including online behaviors. Any reported instances will be sent directly to the Dean of Students as a violation of the FSU Student Code of Conduct and will be documented as part of the Dispositional Evaluation process. Documented instances of harassment or bullying may result in program dismissal.

Appendix A: Teacher Preparation Milestones



Appendix B: University Student Grievance Process



Appendix C:
FSU-Anne's College Criminal Background Check Policy

Policy: The Anne Spencer Daves College of Education, Health, and Human Sciences (Anne's College) requires all students who complete field experiences of any kind within pre-kindergarten-12th grade schools to have a Criminal Background Check on file with the school district in which the field experience will take place, prior to entering any school facility. Submission of proof of background check from any school district will be required.

Rationale: The curriculum of the College offers a variety of clinical experiences throughout the region and the State of Florida. The College has an agreement with all sites used for clinical experiences.

Florida Law restricts access to children, elderly, and disabled people by persons convicted of specific misdemeanors and felonies. (Ethics in Education Act, 2008) This law places restrictions on schools, which in turn requires students to comply with the same restrictions as their employees and volunteers.

Procedure:

For all Anne's College Students:

1. On entry to any program in the college in which a student will need access to PK-12 schools, the student must submit to aFDLE and/or FBI Level II Criminal Background Check and a background screening. This includes, but is not limited to, a review of:
 - County of Residence Criminal Records
 - Residence History (last 7 years)
 - Social Security Verification
 - Nationwide Healthcare Fraud & Abuse Scan
 - Nationwide Sexual Offenders Registry Scan
 - the U.S. Patriot Act specifications
2. Should a district or agency find a student ineligible for clearance to preK-12 schools, the student will fail to make progress through the inability to complete coursework assignments and/or the inability to register for field experience, practicum or internship that occur within PreK-12 schools. If the charges are incompatible with eligibility for state licensure as a certified teacher in the State of Florida, the student will be dismissed from the Program.
3. Students who are assigned to a new district or agency are subjected to that district or agency's background screening requirements prior to beginning any field activities at the site. A student may be denied clinical placement by a school if the student admits to, or if a criminal background check reveals charges for one or more of the attached generic crimes or their equivalents. A list of student disqualification guidelines can be found in Attachment # 1.

4. If the student's criminal status changes, the student must disclose this to the college's Director of Student Teaching with three (3) days of the offense. Failure or delay to disclose these updates to the college within the three (3) day time period may result in immediate dismissal of the student from the program.
5. Students who are not enrolled in FSU courses for two or more consecutive semesters will be required to resubmit all criminal background check materials at the time of re-entry.
6. Criminal Background Checks completed for another purpose or any similar report on file at another district, agency, or college cannot be used to satisfy this requirement.

Policy Attachment #1

Disqualification Guidelines-Criminal Background

A student may be denied clinical placement at a school facility if the student admits to, or if a criminal background check reveals charges for one or more of the following specific crimes or their equivalents.

Florida Ethics in Education Act:

An individual is ineligible for Florida Educator Certification and employment as instructional personnel or school administrator as outlined above, if convicted of any of the following felony offenses:

- Section [393.135](#), relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- Section [394.4593](#), relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- Section [415.111](#), relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- Section [782.04](#), relating to murder.
- Section [782.07](#), relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
- Section [784.021](#), relating to aggravated assault.
- Section [784.045](#), relating to aggravated battery.
- Section [784.075](#), relating to battery on a detention or commitment facility staff member or a juvenile probation officer.
- Section [787.01](#), relating to kidnapping.
- Section [787.02](#), relating to false imprisonment.
- Section [787.025](#), relating to luring or enticing a child.

- Section [787.04\(2\)](#), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
- Section [787.04\(3\)](#), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
- Section [790.115\(1\)](#), relating to exhibiting firearms or weapons at a school-sponsored event, on school property, or within 1,000 feet of a school.
- Section [790.115\(2\)\(b\)](#), relating to possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property.
- Section [794.011](#), relating to sexual battery.
- Former s. 794.041, relating to sexual activity with or solicitation of a child by a person in familial or custodial authority.
- Section [794.05](#), relating to unlawful sexual activity with certain minors.
- Section [794.08](#), relating to female genital mutilation.
- Chapter [796](#), relating to prostitution.
- Chapter [800](#), relating to lewdness and indecent exposure.
- Section [806.01](#), relating to arson.
- Section [810.14](#), relating to voyeurism.
- Section [810.145](#), relating to video voyeurism.
- Section [812.014\(6\)](#), relating to coordinating the commission of theft in excess of \$3,000.
- Section [812.0145](#), relating to theft from persons 65 years of age or older.
- Section [812.019](#), relating to dealing in stolen property.
- Section [812.13](#), relating to robbery.
- Section [812.131](#), relating to robbery by sudden snatching.
- Section [812.133](#), relating to carjacking.
- Section [812.135](#), relating to home-invasion robbery.
- Section [817.563](#), relating to fraudulent sale of controlled substances.
- Section [825.102](#), relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- Section [825.103](#), relating to exploitation of an elderly person or disabled adult.
- Section [825.1025](#), relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
- Section [826.04](#), relating to incest.
- Section [827.03](#), relating to child abuse, aggravated child abuse, or neglect of a child.
- Section [827.04](#), relating to contributing to the delinquency or dependency of a child.
- Section [827.071](#), relating to sexual performance by a child.
- Section [843.01](#), relating to resisting arrest with violence.

- Chapter [847](#), relating to obscenity.
- Section [874.05](#), relating to causing, encouraging, soliciting, or recruiting another to join a criminal street gang.
- Chapter [893](#), relating to drug abuse prevention and control, if the offense was a felony of the second degree or greater severity.
- Section [916.1075](#), relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- Section [944.47](#), relating to introduction, removal, or possession of contraband at a correctional facility.
- Section [985.701](#), relating to sexual misconduct in juvenile justice programs.
- Section [985.711](#), relating to introduction, removal, or possession of contraband at a juvenile detention facility or commitment program.

An individual is ineligible for Florida Educator Certification and employment as instructional personnel or school administrator as outlined above, if convicted of any of the following misdemeanor offenses:

- Section [784.03](#), relating to battery, if the victim of the offense was a minor.
- Section [787.025](#), relating to luring or enticing a child.

An individual is ineligible for Florida Educator Certification and employment as instructional personnel or school administrator as outlined above, if convicted of:

- Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed in subsection (1) or subsection (2). (offenses listed above)

or;

- Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under s. 943.0435(1)