Responsibilities of Candidates

All program personnel are committed to the success of all candidates in the program and will endeavor to assist them in achieving that success. It is the responsibility of all students in the credential programs to understand the following information about academic progress and professional conduct. Please read this document carefully and sign and return one copy indicating that you understand its contents.

Candidates enrolled in any of the UCI School of Education teaching credential programs, including the Master of Arts in teaching program, are not merely graduate students. They are unique in that they must meet the expectations and requirements of three different institutional entities and their respective policies, regulations, and standards: (1) the University and UCI School of Education; (2) the California Commission on Teacher Credentialing (CTC); and (3) the school district to which they are assigned for fieldwork. This unique configuration underscores the importance of the professional roles and responsibilities to which credential candidates aspire.

I. Requirements of the University, the UCI School of Education, and the California Commission on Teacher Credentialing (CTC)

Candidates must meet the requirements of the University of California and its related constituent parts, including the School of Education, at UCI. Candidates enrolled in any of the School’s credential programs are subject to all of the policies, regulations and requirements that pertain to other graduate level students in the University. Those policies, regulations, and requirements govern quality of work and grades, academic honesty, and conduct consistent with University expectations and standards. Written descriptions and explication of such policies, regulations, and requirements can be found in various university and school publications and on the university and school web sites. The UCI General Catalogue, the UC Policies Applying to Campus Activities, Organizations, and Students (UCI Campus Implementation), and the UCI Graduate Advisor’s Handbook supersede any conflicting information that may exist within or between other websites or publications.

A. Academic Requirements/Satisfactory Progress

The UCI School of Education is required to incorporate the requirements of the California Commission on Teacher Credentialing into its credential programs. In order for students to remain in good academic standing in the credential program, students must be in compliance with the expectations of the CTC as determined by UCI School of Education faculty. In particular, because effective performance in a public school setting, including meeting conduct requirements, is a required component of earning a credential, this school site performance is deemed to be part of satisfactory academic progress. Assessment of candidate competency and performance in relation to these various standards are matters of professional judgment as rendered by credential program faculty. Moreover, CTC standards regarding candidate competency and performance are set forth in Common Standard 6 on Advice and Assistance,
which explains that “The institution and/or unit provides support and assistance to candidates and only retains candidates who are suited for entry or advancement in the education profession. Evidence regarding candidate progress and performance is consistently utilized to guide advisement and assistance efforts.” See http://www.ctc.ca.gov/educator-prep/STDS-common.html for a complete version of the Common Standards.

Satisfactory progress is therefore defined to include professional conduct and academic performance. In accordance with academic standards for graduate students at UCI, a grade of B or better is required in all courses, including fieldwork and student teaching, for successful completion of the program. In addition, the faculty will exercise their professional judgment in determining whether or not a student is meeting the requirements of the program. Students who are not making satisfactory progress will be notified pursuant to the procedures set forth in the UCI Graduate Advisor’s Handbook. Section VI, A., Satisfactory Progress. Students whose performance does not improve after being given adequate notice may be dismissed from the program. The policy and procedures for academic disqualification are set forth in the UCI Graduate Advisor’s Handbook, Academic Disqualification. See Graduate Policies and Procedures http://www.grad.uci.edu/forms/faculty-and-staff/Graduate%20Policies%20and%20Procedures.pdf

B. Conduct Requirements
Candidates who engage in conduct that violates the UC/UCI Policies Applying to “Campus Activities, Organizations and Students, UCI Campus Implementation,” may be subject to discipline as set forth in the Policies. Such misconduct also may cause the School of Education faculty to withhold approval for field placement and/or recommendation for a credential and may result in a recommendation to Graduate Division that the student be dismissed from the program.

II. Requirements of Cooperating Schools and School Districts
Candidates must also comply with the standards and requirements of the cooperating schools and school districts wherein UCI credential candidates fulfill fieldwork and student teaching requirements. Credential candidates are allowed to participate at school sites at the pleasure of the cooperating school and school district and can be removed without cause from fieldwork and/or student teaching assignments by the cooperating school or school district. Candidates must meet all expectations of the cooperating school and school district at all times including, but not limited to: dress and grooming standards, professional conduct, and classroom performance. Professional conduct is deemed to include language or behavior in the classroom, publicly accessible images or behavior in social media, or publicly accessible conduct after school hours that would be considered a breach of professional conduct. The University may become informed of these types of infractions through various means, but upon being informed will take necessary action.

If, in accordance with UC and UCI policy, and based on a failure to meet CTC, University, or School of Education academic and professional standards and requirements for satisfactory progress toward a credential or master’s degree, a candidate is removed from a placement by UCI, or if the classroom teacher or school administrator in the public school or school district to which the candidate has been assigned requests that the candidate be removed from that placement, the candidate may be negatively impacted in one or more of the following ways:

- The candidate’s grade(s) may be negatively impacted;
- The candidate may be encouraged take a leave of absence from the program;
• UCI faculty may refuse to recommend the candidate for a credential;
• The School of Education may issue the candidate a notice of unsatisfactory progress; and/or
• The candidate may be recommended for academic disqualification through Graduate Division.

If a candidate is removed from a placement based on alleged misconduct, after conducting an investigation into the allegations, the University may initiate dismissal proceedings with Graduate Division, as outlined in the procedures set forth in the UCI Graduate Advisor’s Handbook.

III. Process for Resolution of Candidate Questions and Concerns

If a candidate has a question or concern about individual courses or about other aspects of the program, he or she should follow the process and order outlined below.

1. Speak with the faculty member directly responsible for the course or the Program Coordinator directly responsible for the program.
2. If the candidate does not feel the question has been answered or the concern resolved, he/she may make an individual appointment with the Director of the Program.
3. If the candidate does not feel that the question has been answered or the concern resolved, he/she may make an individual appointment with the Dean of the School of Education.

Please note that candidates may, at any time, consult with their academic counselor or the University Office of the Ombudsman.

Acknowledgement of Understanding:
I have read the above summary and will familiarize myself and comply with all the requirements and expectations of the University of California, the UCI School of Education, CTC, and the cooperating schools/school districts in which I am placed prior to the beginning of the UCI academic quarter.

Signature of Candidate Name (Print) Date

Please print these three pages, sign, and return to your Program Coordinator prior to the start of the quarter.
UNIVERSITY OF CALIFORNIA, IRVINE  
MASTER OF ARTS IN TEACHING  
AND TEACHER CREDENTIAL PROGRAMS  
2015-2016  

Video, Social Media and Communication Guidelines

Candidates enrolled in any of the UCI School of Education teaching credential programs, including the Master of Arts in teaching program, are encouraged to utilize technology and social media responsibly. Acceptable use guidelines for video, social media and communication are described below.

**Video Recording in the Fieldwork/Student Teaching Classroom**
Candidates will be required to take video of classroom instruction. In order to include students in these instructional videos, candidates are required to obtain permission from the mentor teacher and written permission from parents. These videos are to be used for instructional use only. Videos may only be posted to protected sites approved by the UCI School of Education.

**Social Media**
Engage in social media responsibly. Do not post photos, videos or names of the students or adults from the school placement. Candidates are strongly discouraged from posting negative comments about students and adults from the school placement, UCI faculty, and courses on social media. Candidates may not invite students from the school placement to join social media circles, and may not accept requests from students, unless it is a school sanctioned platform.

**Communication with Students and Parents**
Communication with students and parents must be approved by the Mentor Teacher. The Mentor Teacher must be copied on all forms of electronic communication.

Failure to meet any of these guidelines is considered a breach of professional conduct, as defined by the UCI Responsibilities Document and may result in a request for removal from the school placement and subject to the consequences outlined in the document.

*The Responsibilities Document, B. II:*
Professional conduct is deemed to include language or behavior in the classroom, publicly accessible images or behavior in social media, or publicly accessible conduct after school hours that would be considered a breach of professional conduct. The University may become informed of these types of infractions through various means, but upon being informed will take necessary action.

**Acknowledgement of Understanding:**
I have read the above summary and will familiarize myself and comply with all the requirements and expectations of the University of California, the UCI School of Education, CTC, and the cooperating schools/school districts in which I am placed prior to the beginning of the UCI academic quarter.

______________________________    ____________________________    ______
Signature of Candidate                              Name (Print)                              Date