Dear USC Rossier Online Student,

Welcome to the University of Southern California Rossier School of Education and the Trojan Family! At USC Rossier you will build on your knowledge and, upon graduation, have the skills necessary to effect positive change in communities around the world. We are confident you will find your educational experience to be a rewarding one.

Soon you will begin your first semester as a graduate student, and you should take time to ensure you understand the various resources available to you as a USC Rossier student. This packet includes financial aid and USC Department contact information, a new student checklist, information pertaining to your program fieldwork, and tips for success in our online program.

We hope you are looking forward to your first semester. Please reach out to us if you have questions or concerns, or if you simply want to share your enthusiasm about your acceptance into USC Rossier. We’re excited, too!

Sincerely,

Master's Programs Office
Rossier School of Education
The Rossier Mission

The mission of the USC Rossier (ross-EAR) School of Education is to improve learning in urban education locally, nationally and globally. Rossier leads the way in innovative, collaborative solutions to improve education outcomes. Our work is field-based, in the classroom and online, and it reflects a diversity of perspectives and experiences. We pride ourselves on innovation in all our programs, preparing teachers, administrators and educational leaders who are change agents. We support the most forward-thinking scholars and researchers, whose work is having direct impact on student success in K-12 schools and higher education. We are leaders in using cutting-edge technology to scale up our quality programs for maximum impact.

The Rossier School of Education is part of The University of Southern California, one of the world’s leading private research universities, located in the heart of Los Angeles.

We are proud to carry the prestigious banner of USC, which has established itself as a global institution of higher education. As a university of the highest quality and value, our graduates continue to make lasting contributions to our society and our civilization.
Getting Connected

Welcome to USC Rossier Online! We encourage you to connect with the Trojan community as soon as you can. There are many websites, blogs and resources online to enhance your student experience. Whether you prefer to join any of our social networks or stay within 2SC, you will find several options to get involved and stay informed.

2SC GROUPS
Find social and working groups under the “Groups” tab in 2SC. By clicking on “Search Social Groups,” you can use specific keywords to find fellow students who share common interests or live in your area. You can even start your own group easily by clicking the “Start a Social Group” button.

EQUIPMENT
• Computer: You’ll need a desktop or laptop computer to access the 2SC platform and attend live class sessions. To ensure the platform will run on your computer, you must complete the System Compatibility Check. Running the systems check is easy:
  • Visit www.2sc.usc.edu.
  • Click “Check your System Compatibility”

If you fail any portions of the check, be sure to take the appropriate steps to correct any issues before classes begin. Please note, you are able to access 2SC from an iPad, but you must attend live classes from a grounded computer.

• Internet Access: You must have a high-speed Internet connection to attend live sessions. If you are using a dial-up connection, you will most likely encounter issues when attending classes or uploading videos. You should not depend on a free Internet source such as an Internet café or library, which can be unreliable. While a wireless connection is usually okay, an Ethernet line is recommended.

• Phone Line: During your classes, you will access audio through a toll-free conference line. You’ll need a phone to connect to the conference line each time you attend class. We recommend a landline, but a cell phone will also work if you have clear reception. If you don’t have a phone, you should explore other soft-phone options that dial through the Internet.

• Webcam: Any basic webcam should suffice. Some students purchase external webcams and plug them into a USB drive, while other students use their computer’s built-in webcam.

• Headphones: When you’re dialed into the conference line, it’s best to use a hands-free headset that’s compatible with your phone. If you’re using a soft phone, it’s best to use a microphone headset that plugs into your computer. Do not put your phone on speaker during class, as it may cause echo and feedback for other students.

• Video Recording Device: When performing classroom observations, you’ll be required to video-record your interactions with your students, then upload these videos to the 2SC platform. You will need a video camera to record your student teaching lessons. We advise against recording in high definition, as it will increase the size of your video files.

If you have any questions about technology or required equipment, please do not hesitate to contact Student Support at 888.628.5041 or rossier.help@usc.edu.

FIND USC ROSSIER ONLINE STUDENTS ON SOCIAL NETWORKS

facebook.com/RossieratUSC
twitter.com/USCTeacher
rossieronline.usc.edu/blog
linkedin.com/groups/USC-Rossier-School-Education-48567
youtube.com/user/USCRossier#g/c/6D27516581AEF9D1

Website:
rossieronline.usc.edu
Student Portal:
rossieronline.usc.edu/studentportal

Not sure how to start? Here are a few ideas:

• Visit and “like” the Rossier Online Facebook page to learn about upcoming events and webinars.

• Fill your 2SC profile with information about yourself. You can add favorite books and movies, or share why you want to be a teacher!

• Join the Rossier Family Network. Rossier alumni, students, faculty and friends can stay in touch and make new connections. Visit rossier.usc.edu/alumni.
Important Contacts

**Placement Office**
The Placement Team is structured regionally, and your regional Placement Coordinator will work with you to ensure you have an approved high-quality field placement site for each term of the program.

Contact your Placement Coordinator if you have questions about:

- Your placement, your host teacher or your Guiding Teacher
- Your fieldwork requirements throughout the program
- Any plans you have to move during the program and/or changes in your course schedule that will affect your fieldwork

*Please be sure to review the Placement Policies in the Fieldwork Overview section of this handbook.*

**Academic Advising**
Contact Academic Advising at 213.821.3400 or askmat@rossier.usc.edu if you have questions about:

- Creating course schedules (program of study)
- Taking a leave of absence/time off
- Academic concerns and university policies
- Scholarships and grants

**Professors**
Contact your professor if you have questions about:

- Grade submissions
- Formatting papers
- Deadlines for assignments
- Extenuating circumstances that prevent you from completing an assignment on time
- Fulfilling an incomplete
- Class syllabi

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**Career Services**
The Rossier School of Education has a host of career services that will help you fulfill your goal to become a fully certified and employed educator after graduation. You can find helpful career resources at http://rossiercareers101.usc.edu/. This site will provide you with information related to resumes, cover letters and networking, to name a few. You can also contact our Career Placement Specialist Seth Gleeson via sg_424@usc.edu.

- Resume support
- Cover letter support
- Mock interviews
- Career counseling
- Recruitment webinars

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**Student Support**
Student Support Advisors provide round-the-clock support during the week and on weekends. If Student Support cannot answer your question, they will direct you to the department that can best assist you. You can email your questions or concerns to rossier.help@usc.edu or call the Student Support hotline at 888.628.5041. Email requests will be answered within 48 hours.

Contact Student Support if you have questions about:

- 2SC — The Learning Management System (LMS)
- Your required state credential exams — which to take and when they are offered
- Your background check
- Access to Web Registration
- USC ID Card

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**Not sure who to call?**
First start with Student Support. If they can’t answer your questions, they will direct you to the right person. Call the Student Support hotline at 888.628.5041 or email rossier.help@usc.edu.

When you have questions about your fieldwork requirements, contact your Placement Coordinator.

**How do I forward my USC email to my personal email?**
Instructions on how to forward your USC email account messages to another account that you use more frequently can be found at http://www.usc.edu/its/email/help/forwarding.html
Important Contact Numbers:

- Main Student Support: 888.628.5041
- Student Support Fax: 240.539.2464
- Academic Advising: 213.821.3400
- CTC: 888.921.2682
- Bookstore: 800.934.9313
- Collections: 213.740.9087
- Course Reader Qs: 213.740.9408
- Financial Aid: 213.740.1111
- Financial Aid Fax: 213.821.3717
- Financial Services: 213.740.4077
- Health Center: 213.740.8742
- IT'S: 213.740.5555
- Registrar: 213.740.8500
- USC Health Center: 213.740.8742
- USC Health Services: 213.740.4077
- USC Registrar: 213.740.8500
- USC Student Affairs: 213.740.7711
- USC Student Counseling Services: 213.740.7711
- USC Student Health Center: 213.740.8742
- USC Student Services: 213.740.2421
- Student Support and Advocacy: 213.740.2421
- Student Support and Advocacy Fax: 213.821.3717
- Student Support and Advocacy Phone: 213.740.2421
- Student Support and Advocacy Email: studentaffairs.usc.edu/departments/ssa

Advisors Contact Fill-in Form

Once you know who your three main advisors are, list them below to reference them later:

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<tr>
<th>Academic Advisor Name:</th>
<th>Student Support Advisor Name:</th>
<th>Placement Coordinator Name:</th>
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<td>Academic Advisor Email:</td>
<td>Student Support Advisor Phone:</td>
<td>Placement Coordinator Phone:</td>
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USC Login Information and Passwords

You can obtain your MY USC log in when you activate your USC email account. Once you know your USC logins and passwords, list them below to reference them later:

2sc.usc.edu

2SC log-in: ________________  MY USC log-in: ________________

2SC password: ________________  MY USC password: ________________

Who do I contact if I am worried about a classmate?

Trojans Care for Trojans (TC4T) is a Student Affairs initiative that empowers students to take action and speak out when they are concerned about a peer. TC4T also offers connections to institutional support and resources for students coping with personal difficulties. You can access TC4T at sait.usc.edu/ca/tc4t or email tc4t@usc.edu.

I feel this program may be a challenge for me. If I am feeling stressed out, is there a health professional I can speak to?

Yes. Please feel free to contact our on-campus USC Health Center to access Student Counseling Services at 213.740.7711 or usc.edu/scs.

Are there support services for personal issues?

Yes. Student Support and Advocacy assists students and families in resolving complex issues that adversely affect a student's academic success and/or experience. Whether the issues are personal, academic or financial, we evaluate and present options to students, and facilitate communication and connections with university departments. For assistance, contact 213.740.2421 or studentaffairs.usc.edu/departments/ssa.
University Student Resources

**USC Schedule of Classes**
You can view course details and useful course information by accessing the USC Schedule of Classes at http://web-app.usc.edu/soc/.

**SCampus**
SCampus is a student guidebook for on-campus students, but it offers helpful tips and resources for USC Rossier Online students, too, including links to a variety of student services and a comprehensive on-campus telephone directory. You can access SCampus at http://web-app.usc.edu/scampus/.

**USC Webmail**
This is your USC email account. Please remember to check this account regularly, as the university and Student Support team will be using this email address to contact you. To get started, visit https://my.usc.edu/portal and log in using your USC email username and password. Please contact the ITS Customer Support Center at 213.740.5555 or consult@usc.edu if you experience any difficulty accessing your account.

**MyUSC**
MyUSC is the university’s student portal, and it is designed to provide you with personalized access to a wide range of valuable resources. Visit my.usc.edu to get started.

**USCe.pay**
Through USCe.pay, you can view tuition statements and past transactions, pay your bill, and view financial aid and scholarship funds as they are applied to your account.

**OASIS**
The Online Academic Student Information System (OASIS) allows you access to transcripts, enrollment verification, grade reports and other academic resources. You can also access OASIS by logging in to the myUSC portal.

**USC ID Card**
At the start of the program, Student Support will mail you your USC ID Card. Once you receive your USC ID card, you will be eligible to take advantage of discounts for the following:

- Movie theaters
- Retail stores
- Entertainment venues
- Museums and parks
- Gym memberships
- International travel
- Banks and credit unions
- Insurance agencies
- USC Bookstore Computer Store

**USC Library**
As a student with Rossier Online, you can take advantage of the wide variety of resources, support services and information offered through the USC libraries by visiting usc.edu/libraries.

**Ordering Books**
To order your books and course readers, go to the University Custom Publishing website at universitycustompublishing.com or call (800) 934-9313.

**Online Student Portal**
The Student Portal is a website that provides access to resources for new students such as this Welcome Packet, a guide to setting up your USC Email, student ID, how to register for classes, financial aid, etc. Access the student portal via rossieronline.usc.edu/studentportal.

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I am doing my program while abroad and plan to head back to the U.S. from time to time. What travel services does USC offer?

STA Travel is USC’s designated student travel agency. STA offers discounted airfare rates, discounted rental cars and STA Travel exclusive rates at nearby hotels. Contact STA at usc@statravel.com.
What It Means to Be a Trojan

UNIVERSITY SEAL
The university’s seal displays three torches, representing the arts, the sciences and philosophy.

TRAVELER
USC football games are famous for, among other things, the appearance of the official mascot, the Traveler, a noble white steed bearing a warrior into the arena.

ALMA MATER
“All Hail” was written by Al Wesson for the finale of a student show, Campus Frolics of 1923. Listen to the SoCal VoCals sing “All Hail” as an introduction to their rendition of “Tusk” at scvocals.com.

OFFICIAL FIGHT SONG
In 1922, USC dental student Milo Sweet composed the music for USC’s official fight song, “Fight On,” as an entry in a Trojan Spirit contest. Download the official Fight Song at http://about.usc.edu/traditions/official-fight-song/

COLORS
Cardinal and gold. Before 1895, USC’s official color was gold, and the College of Liberal Arts had its own color, cardinal. In 1895, both colors were adopted as USC’s official colors.

TROJAN MARCHING BAND
The history of the Spirit of Troy, the USC marching band, goes back to the inception of the university in 1880.

MOTTO
Palmam qui meruit ferat.
(Let whoever earns the palm bear it.)

TROJANS
The Trojan tradition originated in 1912 with Los Angeles Times sportswriter Owen Bird, who likened the fighting spirit of USC athletes to that of the ancient Trojans.

TROJAN SHRINE
Now a campus landmark fondly nicknamed Tommy Trojan, this life-size bronze statue of a Trojan warrior was unveiled on June 6, 1930, as part of USC’s 50th birthday celebration. http://about.usc.edu/traditions/trojan-shrine/

STAY CONNECTED WITH THE TROJAN NEWSPAPER: Dailytroyan.com
BUY YOUR TROJAN GEAR: shop.usctrojans.com
TROJAN COMMUNITY AND ALUMNI NETWORK: alumni.usc.edu
FOLLOW THE TROJANS ANYTIME, ANYPLACE: insidesocal.com/usc
WATCH USC TROJANS VIDEOS AND STREAMING GAMES: usctrojans.com/allaccess
Financial Aid

We have created the following checklist to guide you in completing the financial aid application process. Attention to deadlines and procedures ensures maximum consideration for aid offered by the University of Southern California.

☐ If you do not have one already, or have lost your FSA number, apply for a FSA number at https://fsaid.ed.gov/npas/index.htm. This will serve as your electronic signature for your FAFSA application.

☐ Complete the Free Application for Federal Student Aid (FAFSA) at http://www.fafsa.gov. The USC School Code is 001328. Using your FSA number, sign your FAFSA application electronically upon submission. Note: the FSA ID replaced the Federal Student Aid PIN as of May 10, 2015.

☐ Complete the required Enrollment and Housing Form by logging into "Financial Aid Summary and Tasks" (FAST) at www.usc.edu/financialaid. You will find the Enrollment and Housing Form in the Document Library.

☐ List your anticipated enrollment; full-time students will be enrolling for 8 units per term for four consecutive terms.

☐ Upon enrolling, submit the Intent to Enroll Form and Self-Certification.

☐ The Financial Aid Office will review your Financial Aid application, and send you an email notification to review your Financial Aid award offer via your USC email account.

☐ To borrow through the Federal Direct Stafford Loan program, you will need to:

☐ Review credit reports for potential problems when considering supplemental loan/Grad PLUS assistance. Contact any of the following credit bureaus for information: Experian (experian.com), Equifax (equifax.com) or TransUnion (tuc.com).

☐ Complete a Loan Request Statement, available by logging into "Financial Aid Summary and Tasks" at http://www.usc.edu/financialaid. You will find the Loan Request Statement in the “Document Library”

☐ Complete loan entrance counseling and the Master Promissory Note. Both are completed online at www.studentloans.gov.

☐ Provide the Financial Aid office with your social security number, if you did not include it in your application.

☐ Update your lender(s) with addresses, contact information and enrollment status (for loan deferment purposes).

☐ Register for your classes.
How to Check Your Financial Aid Status
To check the status of your financial aid, please log in to “Financial Aid Summary and Tasks” at usc.edu/financialaid. You must have your USC ID in order to log in. Check your USC email regularly for notices regarding your financial aid. Once you are admitted, be sure to activate your USC email account as soon as possible, as all notices will be sent to that address only.

Federal Direct Stafford Loan Options
All graduate students are potentially eligible to receive Federal Direct Stafford Loan funding each academic year through the Stafford Loan Program. For more information, contact the Financial Aid office at 213.740.1111 or visit usc.edu/admission/fa/loans/stafford.html.

Graduate PLUS Loans
All graduate students are eligible to apply for Graduate PLUS loan funding each academic year to cover costs such as remaining tuition and fees and living expenses. Conditions apply. To learn more, visit usc.edu/admission/fa/loans/graduateplus.html.

TEACH Grant
Grants of up to $4,000 per year are awarded to students who intend to teach full time for four years in a school that serves students from low-income families. Only full-time credential track students (single subject, multiple subject) with at least a 3.25 GPA are eligible. You can contact TEACH Grant Coordinator Erlis Murph at murph@usc.edu for information or visit http://studentaid.ed.gov/types/grants-scholarships/teach.

Teacher Loan Forgiveness
Individuals who teach for five consecutive years in a high-needs school may be eligible for forgiveness of principal and interest on their Federal Stafford Loans. Please visit studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/teacher for more information.

Public Service Loan Forgiveness
Full-time teachers may qualify for loan forgiveness of the remaining balance due on eligible federal student loans after 120 on-time monthly payments on loans under certain repayment plans. For more information about a variety of repayment options please visit studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service.

State-Specific Information
Many states offer loan forgiveness options. Please visit the American Federation of Teachers website at aft.org.

Military Benefits
The USC Veterans Affairs Office certifies enrollment for USC students who apply and are eligible for educational assistance administered by the Veterans Administration. Applicants must be admitted and enrolled at USC. All necessary forms can be found online at http://www.gibill.va.gov. Please feel free to contact the USC Office of Veterans Affairs at vets@usc.edu or by phone at 213.740.4619 for assistance. You can also visit their website at http://www.usc.edu/dept/ARR/veteransaffairs.
New Student Checklist

In order to prepare for your web-based graduate program, please complete the following tasks:

☐ **Apply for financial aid:** Complete the Free Application for Federal Student Aid (FAFSA), supplemental forms and Entrance Loan Counseling form, and sign your Master Promissory Note. If you need additional funding, apply for Graduate Plus loans.

☐ **Complete Your Statement of Intent for Graduate Studies:** Submit Statement of Intent for Graduate Studies form online at usc.edu/GradCertification. This will certify you as a USC student and allow you to create a USC email account.

☐ **Submit final transcripts:** If you recently completed your bachelor's degree but have not submitted your final transcripts, please send them before the end of your first term.

☐ **Activate your USC email address:** Once you are certified with the university, you can activate your email account after 48 hours at http://email.usc.edu.

☐ **Contact your Academic Advisor:** To ensure your success in the program, we encourage you to contact your Academic Advisor. If you are unsure of your Academic Advisor’s name, please contact Student Support.

☐ **Obtain the following equipment:** You will need a laptop or desktop computer, Internet access, phone line, webcam and headphones. Please see the equipment guidelines on page 3.

☐ **Get your USC ID:** Submit your picture at usc.edu/bus-affairs/admin_serv/uscard_serv.

☐ **Fill out the Placement Survey:** This survey helps the Placement Office better understand your needs and preferences in terms of identifying a field placement site. The Placement Survey will be sent to you via email upon your enrollment.

☐ **Review fieldwork requirements:** Please ensure that you become familiar with the fieldwork requirements on page 12.

☐ **Complete a Live Welcome Orientation Session:** All candidates will participate in a mandatory live group session with Student Support to become familiar with the online classroom, required field observations and basic program expectations.

☐ **Complete the 2SC Orientation Course:** In addition to your live Welcome Orientation session, you will complete the online orientation to learn about the 2SC platform and how to access coursework. Be sure to complete all orientation assignments, including the two short videos you’ll be asked to record and upload.

☐ **Contact Disability Services (if applicable):** If you require accommodations for meeting your educational needs due to illness, physical limitation or learning disability, please contact Disability Services and Programs (DSP). Please register via the Disability Services and Programs website at usc.edu/disability, or contact DSP at 213.740.0776 or ability@usc.edu.

☐ **Purchase your books before Term 1:** To order your books and course readers, go to the University Custom Publishing website at universitycustompublishing.com or call (800) 934-9313.

For Rossier students seeking a teaching credential, in Term 1 you should:

☐ Begin thinking about registering for your state credentialing exams; passing scores for your Subject Specific and Basic Skills tests are required to be on file no less than three weeks before the start of your Guided Practice (student teaching).

☐ Obtain your background check. Completed background checks are required to be on file no less than three weeks before the start of your Guided Practice (student teaching).

If you have any questions about the checklist above, please feel free to reach out to us anytime at 888-628-5041 and also at rossier.help@usc.edu.
Fieldwork: Tips for Success

Contact Your Placement School When You Receive Confirmation
Contact your placement school as soon as you receive an email from the Placement Office confirming your placement. You should schedule your observations right away.

Identify an ELL Student Early in the Term
In Term 2, all teacher candidates take a course which requires a semester-long case study of an ELL student beginning at the start of the term. It is important that you work with your Placement Coordinator and host school to identify a student that you can begin working with early in the term. Candidate will be required to obtain a signed consent form from the parent/guardian of the ELL student.

Make Sure You Have All the Necessary Paperwork Completed
With your field placement, you may be required to fill out volunteer paperwork, take a TB test, clear your fingerprints, or contact teachers and school administrators. Contact your placement school as soon as possible to find out if you need to complete any additional documentation.

Register For Your Required State Tests and Begin the Background Check Process
Register for your required state tests as soon as possible, as you will need to provide passing test scores to start the Guided Practice portion of the program. If you have any questions about the tests required for your state or how to complete your background check, contact your Student Support Advisor.

Check and Manage Your USC Email Regularly
As a USC Rossier student, you should expect important contact with the University to occur through your USC webmail account. You are encouraged to delete old messages from your inbox and sent mail regularly.

Fieldwork Attendance Expectations
Teacher candidates are expected to complete all observations during a given term in order to meet the full requirements of courses. Before the start of program fieldwork, you will be required to review and sign a Clinical Field Experience Agreement (CFEA), which will outline field placement policies and expectations.

Familiarize Yourself With the Fieldwork Requirements
Before meeting with the administrator, host and/or Guiding Teacher for the first time, carefully review all of your syllabi and materials provided by the Placement Office and figure out what exactly you will be required to complete at the school. Ultimately, your Placement Coordinator will officially confirm the placement with the site administrator, but it is wise to be prepared and become your own best advocate.

Reporting Concerns Regarding Fieldwork Site
Should any problem, concern or change with your school, host teacher or Guiding Teacher arise, your Placement Coordinator should be your first call.

Commit to your Placement
You are building a relationship with a school that will potentially host you for your Guided Practice, write you a letter of recommendation and may even look to hire you upon graduation. Be enthusiastic and grateful about your future relationship with the school. You may also want to plan on attending school functions that will show your commitment and support of your students and the community.
# Program Fieldwork

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<th>MAT CREDENTIAL</th>
<th>MAT TESOL</th>
<th>MAT NON-CREDENTIAL</th>
<th>MAT SPED CREDENTIAL</th>
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<tr>
<td><strong>TERM 1</strong></td>
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<td></td>
<td><strong>• 4 hours total classroom observations</strong></td>
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<td>Candidates work with Academic Advisors on the sequencing of their courses.</td>
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<td>* Multiple Subject Candidates will have 4 additional hours of literacy observations.</td>
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<td>No Fieldwork</td>
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<td><strong>TERM 2</strong></td>
<td><strong>• 4-6 hours of classroom observations per week</strong></td>
<td><strong>• 2-3 hours per week of ESL classroom observations</strong></td>
<td><strong>• 4-6 hours of classroom observations per week</strong></td>
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<td>* Develop and video-record lessons with the host teacher</td>
<td>* Additional 2 hours per week to complete a case study of an ELL student (due at the end of the term)</td>
<td>* Develop and video-record lessons with the host teacher</td>
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<td>* Complete a case study of an ELL student</td>
<td>* Additional 1 hour per week spent tutoring an ELL student</td>
<td>* Complete a case study of an ELL student</td>
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<td>* Candidates who are currently teaching may not use their own classroom.</td>
<td><strong>CAPSTONE A</strong></td>
<td><strong>EDUC 573- Introduction to SPED</strong></td>
<td>* 2 hours of observations per week completing 2 case studies (placement in an inclusion classroom is preferred)</td>
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<td>• Observe approximately 4-10 hours per week</td>
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<td>• Deliver and record lessons</td>
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<td>• Collect school-based information about a problem of practice.</td>
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<td>* Candidate may be asked to record other interactions and planning periods with a classroom teacher/other school staff</td>
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<td><strong>TESOL CAPSTONE</strong></td>
<td><strong>EDUC 574- Collaboration, Families, Case Management:</strong></td>
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<td><strong>• Observe at least 2 hours per week.</strong></td>
<td>* Candidates complete a Family Assessment (interview a family who has a child with a developmental/educational issue)</td>
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<td>* Candidates who are currently teaching may use their own classroom.</td>
<td><strong>EDUC 575- Assessment &amp; Curr. For Students with Disabilities</strong></td>
<td>* 2 hours of observations per week completing 2 case studies (1 student who has a diagnosed high incidence disability)</td>
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<td>• Candidates observe in weeks 1 and 2 and gradually ramp up to full days of teaching from the end of week 4 to week 8. During weeks 8 and 9, the candidate works towards completing portfolio.</td>
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<td>• Develop, implement and evaluate IEPs</td>
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<td>• Deliver and record lessons based on needs of students with M/M disabilities.</td>
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<td><strong>TERM 3</strong></td>
<td><strong>Candidates Complete Guided Practice (student teaching) over 2 terms. Each term-long segment includes:</strong></td>
<td><strong>EDUC 576- Effective Classroom Ecology</strong></td>
<td><strong>EDUC 577-Guided Practice: Mild/Moderate Disabilities</strong></td>
<td>* Refer to MAT Credential- Guided Practice A/B for general requirements.</td>
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<td>• 4 full days per week in the classroom (30 min before school starts, 30 min after school ends)</td>
<td>* Refer to MAT Credential- Guided Practice A/B for general requirements.</td>
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<td>* Candidates observe in weeks 1 and 2 and gradually ramp up to full days of teaching from the end of week 4 to week 8. During weeks 8 and 9, the candidate works towards completing portfolio.</td>
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<td>• Recording the planning and delivery of 3 full-period lessons</td>
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<td>* Candidates observe in weeks 1 and 2 and gradually ramp up to full days of teaching from the end of week 4 to week 8. During weeks 8 and 9, the candidate works towards completing portfolio.</td>
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<td>• In general, candidates start by observing in the first week, building up to teaching full time in the last 2-3 weeks of the term</td>
<td>* Candidates may be asked to record other interactions and planning periods with a classroom teacher/other school staff</td>
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<td>* Candidates observe in weeks 1 and 2 and gradually ramp up to full days of teaching from the end of week 4 to week 8. During weeks 8 and 9, the candidate works towards completing portfolio.</td>
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These fieldwork requirements are subject to change. Always refer to your professor and course syllabi.

This above fieldwork table is based on a full-time schedule (four terms). If you are part time, you will have the same fieldwork but your term-by-term fieldwork schedule may look different.

We also offer a special education credential add-on and gifted certificate. Please contact your Academic Advisor for more information.
Placement Summaries

About School Placement Policies

There are policies and procedures that the university follows when placing our teacher candidates that determine whether a school fits the requirements of our program's curriculum.

Upon enrollment, each student will be assigned a Placement Coordinator based on his or her current address. Our Placement Coordinators will ensure that the district and school requirements common to an area are fully adhered to as the student moves through the program.

The student can participate in determining placement location, host or Guiding Teacher. However, final determination will be made by the Placement Office. No student is permitted to arrange a placement or dictate where they will complete fieldwork.

Feedback is encouraged, but no consideration will be given to the following issues:

- Distance to site — Up to 30 miles one way is considered reasonable unless extreme circumstance exists.
- Childcare — Students are expected to make arrangements for children to ensure attendance policies are strictly adhered to throughout all terms.
- Employment — Students are strongly discouraged from working, but if students elect to remain employed they are responsible for creating an accommodating schedule.
- Class Schedule — Students are responsible for allotting sufficient time for travel from site to home to ensure they are able to attend class on time.

If a candidate is unable to complete Guided Practice, she/he must redo the entire cycle, beginning with the next formal start date. A new placement will be determined at that time.

Candidates are expected to be at their placement sites at least 30 minutes before the school day begins and for 60 minutes after the students are dismissed. Candidates should register for classes that do not conflict with the times they are expected to be at their schools.

Why We Use “High-Needs”

We use “high-needs” rather than “urban school” to specify a set of circumstances that includes, but is not limited to: a lack of resources; high concentrations of under-qualified teachers; “low-performing” labels from the district, state or federal levels; schools predominately attended by diverse and historically underserved students, including students of color and English learners; students who live in poverty; or students who have been identified as having specific learning differences.

Placements at schools outside the United States will be determined by the evaluation of the best available school site and the most highly qualified Guiding Teacher available. Candidates should be aware that non-U.S. schools may not meet our program’s “high needs” definition, but must use an International Baccalaureate, American and/or English-language speaking curriculum.

Video Use in the Classroom

USC Rossier is committed to the privacy, safety and protection of our partner schools and their students.

Video recordings are protected under the FERPA act and are used solely for a candidate's education and credentialing.

A candidate limits video recording to include only those students having a signed parent/guardian release.

HELPFUL WEBSITE
National Center for Education Statistics
Defining a “High Needs School”
http://nces.ed.gov/ccd/

What About Title I Schools?

Title I does not always equal high needs, since many schools receive Title I funding for programs that do not involve high-needs students.
Glossary of Terms

Academic Advisor
The advisor assigned to students to assist them with course schedules (also known as “Program of Study” or “POS”), grades, incomplete coursework, applying for a leave of absence or any other academic issue.

Adobe Add-In
Another component of Adobe Connect software that enhances or extends the program's capabilities; the add-in enables the live session classes to run more smoothly and with more features (see also Adobe Connect).

Adobe Connect
The computer program that allows students to meet in web-based live sessions with video and audio capabilities; it is the software your computer will use when attending live classes.

Automated Reserves System (ARES)
The library resource through which journal articles and supplemental readings can be found.

Browser
A browser is a computer program that allows you to view pages on the Internet. Examples of browsers are Mozilla Firefox, Google Chrome, Safari and Internet Explorer. We generally recommend using Firefox to access 2SC and live class sessions.

Capstone
The capstone courses are courses students take in their final two terms if they are not seeking a credential. In these courses, 569A and 569B, students work on a capstone project that is similar to a master's thesis.

Clinical Field Experience Agreement (CFEA)
All candidates completing fieldwork with a USC Rossier Online program are required to review and sign the CFEA before beginning Term 1 fieldwork. If you have questions about the CFEA, please contact your Placement Coordinator.

Cohort
The group of students that started the program at the same time and generally follow each other throughout the program.

D-Clear
D-Clear or Departmental Clearance is a hold that is placed on students to prevent them from registering for a wrong section or course. Academic advising places this hold to make sure that the student contacts them prior to finalizing their schedule so that they can make sure that the student is in the appropriate courses.

Field Placement
Your placement is the school in which you’ll be doing observations for your courses. You’ll work with your Placement Coordinator to be placed in a school in your area.

Framing
EDUC 516 is often called the framing course, because the name of the course is “Framing the Social Context of High-Needs Schools.” Usually the first observations you do in a school are referred to as your "framing observations."

Guided Practice
Often referred to as “GP,” Guided Practice is the student teaching you’ll do under a Master Teacher (or Guiding Teacher) if you are a student seeking a teaching credential. There are two Guided Practice courses, 568A and 568B.

Information Technology Services (ITS)
The technology support office that assists students with USC email issues and advanced technological problems.

Learning Management System
The Learning Management System is called 2SC, which is also known as the “platform.”
Multiple Subject
Students who have a program concentration of Multiple Subject will teach elementary level students.

Online Academic Student Information System (OASIS)
The online system that allows students to access financial/billing information, course lists, change mailing address, course syllabi, grades, textbook lists and many other items that are helpful as students progress through the program.

Pedagogy
Your pedagogy courses focus on your program concentration and essentially teach students how to teach material.

Single Subject
Students who have a program concentration of math, science, English or social science are known as single-subject students. These students will eventually teach at the secondary level.

Soft phone
A soft phone is a program on a computer that makes telephone calls over the Internet rather than using a phone line. Examples of soft phones include Google Voice and Skype.

STARS Report
This is a report that includes the student’s grades, GPA and graduation path.

Student Support
The main point of contact for students after being enrolled in the program. Student Support directs students to resources, assists with technical issues and provides general information about the program. Student Support also checks in with students periodically via email or phone to ensure things are going smoothly.

Student Support Advisor
The team member of Student Support Services assigned to a specific group of students.

System Compatibility Check
The preliminary diagnostic software test to make sure students’ computer software is compatible with 2SC.

Troubleshoot
An informal process through which technical problems can be investigated or solved.

TESOL
TESOL is one of the concentrations of the MAT program. TESOL stands for Teaching English to Speakers of Other Languages. These students may eventually teach children or adults.

Web Registration
The online system that allows students to add and drop courses during normal business hours (Monday - Friday, 8 a.m. - 11 p.m. PST).
Notes