
Educator Preparation Institute

Student Program
Handbook

Valencia Community College

Welcome to the Educator Preparation Institute:

Here are just a few things we would like to remind you of so that you are able to sail through the EPI program with ease.

Mailing Address:

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For Staff Information:

Donna Deitrick: Staff Assistant. Schedules appointments, works with Field Experience paperwork and scheduling, and (on occasion) works on registration issues.

Contact Information:

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Megan Evans: Technical Document Specialist. Deals with registration issues, puts in course overrides and program attributes, and prints transcripts for program completion.

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Classes:

The Instructional Process (Module I – 160 Hours):

These four courses must be completed first. The only exceptions that can be made to this policy are for full-time classroom teachers who must complete the program in order to retain their teaching position.

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| EPI 0001 | Classroom Management | 3 credit hours |
| EPI 0002 | Instructional Strategies | 3 credit hours |
| EPI 0003 | Technology | 3 credit hours |
| EPI 0004 | Teaching and Learning Process | 3 credit hours |

Reading Fundamental (Module II - 45 hours):

This course can be taken any time after the Instructional Process Module.

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| EPI 0010 | Foundations of Research-Based Practices in Reading | 3 credit hours |
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Both of the following modules should be taken in the same term. You may choose to take them in different terms, but if you are not a full-time teacher, you will have to apply for and be placed again for the field experience. If you are not a full-time teacher or working full-time as a para-professional and you decide to take the courses in the summer, you cannot register for the field experiences. You must take them at the beginning of the Fall or Spring terms.

The Teaching Profession (Module III – 45 hours):

It is preferred that these two courses are taken together.

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| EPI 0020 | Professional Foundations | 2 credit hours |
| EPI 0940 | Professional Foundations Field Experience | 1 credit hour |

Diversity (Module IV – 45 hours):

It is preferred that these two courses are taken together.

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|----------|----------------------------|----------------|
| EPI 0030 | Diversity | 2 credit hours |
| EPI 0945 | Diversity Field Experience | 1 credit hour |

21 total credit hours

Important information regarding Professional Foundations, Diversity, and their corresponding field experiences: Whether you teach full-time or not during your enrollment in the EPI program, everyone must enroll for the field experience courses with Professional Foundations and Diversity. Although these course sections are separate when registering for them in Atlas, they are two whole courses rather than 4 courses. In addition, in order to take the field experiences and their corresponding courses, you must either be a full time teacher, or you must set up a field experience prior to enrolling for these courses. **You must contact the EPI office three months prior to the term you will be completing your field experience courses. You can only be placed at the beginning of the Fall and Spring terms.**

EPI 0020 Profession Foundations *with* EPI 0940 Field Experience
EPI 0030 Diversity *with* EPI 0945 Field Experience

Educator Preparation Registration Process for Classes:

Atlas:

Atlas is Valencia's information portal. It is the tool you use for e-mail and finding out information about your records at Valencia. Once you have submitted your application and paid your application fee, you should be able to set up your Atlas account in 5 business days. After doing so, you then need to go through the Atlas Tutorials and Guides. The link to the Tutorials and Guides are on the Atlas login page. **IT IS YOUR RESPONSIBILITY TO UNDERSTAND HOW TO USE ATLAS TO REGISTER FOR CLASSES, PAY FOR CLASSES, CHECK YOUR SCHEDULE, AND LOOK UP YOUR COURSE HISTORY. YOU MUST ALSO CHECK YOUR ATLAS E-MAIL ACCOUNT REGULARLY. IT IS THE COMMUNICATION SYSTEM FOR THE COLLEGE AND THE EPI PROGRAM.**

EPI Credit Class Schedule:

To preview the class schedule for EPI without logging into Atlas, follow the directions listed below.

1. Go to the Valencia Website. (Not the EPI website)
2. Click on "Current Students."
3. Under "Academics", click on "Credit Class Schedule."
4. Select the term.
5. Under "Subject Prefix", scroll down to "EPI."
6. Click on the "Search" button on the bottom.

The EPI class schedule will be displayed, and you can print it out.

How to Register:

1. Log in to your Atlas account.
2. At the top of the screen, click on the "Registration" tab.
3. In the section labeled "Registration," click on the "Search for Classes" link.
4. Select the term in which you are looking for classes.
5. Select:
 - a. "EPI: Educator Preparation Institute" in the "Subject" box.
 - b. The campus you wish to take classes on found under the "Campus" box.
 - c. Click the "Class Search" button.
6. A list of available classes will appear, and next to each available class will be a small check-box in the column labeled "Select." Click on every class that you wish to register for. (Note: EPI 0020 and EPI 0940 must be selected together in this screen, and EPI 0030 and EPI 0945 must also be selected in this same screen before continuing the registration process.)
7. Once you have selected all of the classes you wish to register for, click the "Register" button.

8. A new screen will appear showing the classes you have registered for. If a class is full, or if registration is prohibited, a red X will appear, and next to class you are not registered for will be the course registration error message. If the error message is a Department Error, you must contact the EPI office at 407-582-5581.

Another Way to Register:

1. Log into Atlas
2. Click on the “Registration” button.
3. Follow steps 1 through 6 of How to Register.
4. Click “Add to Worksheet” at the bottom of the page.
5. The Worksheet page will appear. Click “Submit Changes.”
6. This will bring you to step 8 of How to Register.

Payment:

Note: You are responsible for paying for your classes before the payment deadline. **If classes are not paid for on time, the Atlas system will purge all classes not paid for. After the purge, it then becomes your responsibility to re-register for classes and make the payment that same day. You may not be able to re-register for the classes if they are full. This will delay you completion of the program.**

For payment deadlines please visit the “Pay for Classes” link in the “Registration” tab, or visit www.valenciac.edu/calendar.

You may pay for classes via your Atlas account through the “Pay for Classes” link in the “Registration” tab, or you may submit your payment in the Business Office on any campus.

Your Class Schedule:

To access your class schedule, go to the “Registration” tab. Click “Register for Classes.” Then, click the “Student Detail Schedule” link.

Troubleshooting:

1. If you have trouble logging into Atlas, call the Atlas Help Desk at 407-582-5444.
2. If the registration error you receive is a “Department” error, call 407-582-5581.
3. If you are prohibited from registering due to a hold on your account you must call the Answer Center to have the hold removed.

Answer Center phone numbers:

East Campus: 407-582-2330

West and Osceola: 407-582-1507

Dropping/Withdrawing from Classes:

It is your responsibility to withdraw yourself from classes you do not wish to take. This can be done through the “Register for Classes” link in the “Registration” tab. If you do not withdraw before the drop with refund deadline, then you will not be reimbursed for your tuition.

Class Cancellations:

If a class you have registered for is cancelled, you will need to be notified through an Atlas e-mail. You must check the schedule for another class. It is not the responsibility of the EPI office to register you for classes or drop/withdraw you from classes.

For returning students:

What is the next step?

First, check to make sure that you have a grade posted in Atlas for every class you have already taken. If you have received an “M” grade, please contact our office and the instructor you took the class with. If you have received an “I” grade then you will need to complete missing work for that class and submit it to your professor. **Note** that if the “I” grade is not changed to a passing grade by the end of the following semester the “I” grade will automatically revert to an “F”. At this point, the class will have to be retaken.

Second, if you have not already prepared to do your field experience, please fill out the “Intent to Complete Field Experience” form and turn it in to Office 1-255.

Third, if you have not already, you need to take the FTCE Exams: the General Knowledge, the Subject Area Exam, and the Professional Education Test. Please submit official scores to the EPI office for our records.

How do I complete the program?

Step one: Complete all courses and coursework.

Step two: Take and pass all the FTCE Exams. You can register for them at the following website:

<http://www.fldoe.org/asp/ftce/>

Step three: Make sure our office has a copy of your all of your FTCE test scores and updated copies of your Temporary Certificate or Statement of Eligibility if there have been changes to the ones you submitted upon entry to the program. **We will not send any paperwork to the state for your completion until we have these documents.**

Step four: If you have checked out any text books or test-prep books from our office, you will need to return them. We will not print your transcript until the books have been returned.

Step five: Submit your Portfolio to Mrs. McIntire. (**Follow the instructions in the Portfolio Guidelines.**)

Step six: Attend an exit meeting, or set up an appointment to meet with Mrs. McIntire. This is to make sure that you are ready to complete, and that nothing has been overlooked.

Step Seven: Complete the program Evaluation Form at www.valenciacc.edu/epi and the Disposition to Teach Evaluation.

Step seven: This is our part. We review your course work, review your portfolio, sign the CT 133, and send the paperwork to the state. Then, we will mail a copy of the CT 133 to you for your records.

Step eight: If you are already on a Temporary Certificate, apply for your Professional Certificate and enjoy being an educator of our youth. If you have not been issued a Professional Certificate, you will receive a letter stating you are eligible for a Professional Certificate. When you have been hired and passed the fingerprinting and background check, you will be issued your Professional Certificate. If you wish to request your Professional Certificate before being hired, you may do so, but you will have to be fingerprinted and have a background check.

Tips and Reminders:

In order to make communication with our office as quick and efficient as possible, please have the following ready when you call:

- Your VID number
- A call-back number
- CRN numbers for registration issues

EPI Student Responsibilities:

1. It is your responsibility to complete all the necessary paperwork and submit all the documents required for acceptance into Valencia's EPI program.
2. You must have graduated from a regionally accredited college or university to be part of the EPI program.
3. A criminal record may preclude you from being accepted for a field experience and from being issued a teaching certificate.
4. It is your responsibility to register for courses using Atlas.
5. You must be registered and paid for a course before you can attend the course. **You cannot begin a course once it has begun.**

6. You must abide by the student code of conduct as outlined in Valencia's catalogue, and you must behave appropriately and professionally. If you are disruptive, you may be dropped from the program without a refund.
7. It is your responsibility to pay for your courses and books by the assigned deadline as noted on the college calendar. **If dropped for non-payment, you may not be able to re-register for the course.**
<http://www.valenciacc.edu/calendar/>
8. All EPI courses are either hybrid courses or fully online, and you will have to use WebCT, Valencia's on-line instructional platform, which requires a computer and internet access.
9. It is your responsibility to go to the following website and work through the WebCT and Atlas tutorials.
<http://www.valenciacc.edu/helpnow/valencia101b.asp>
10. When you have technical difficulties with WebCT or Atlas, you must contact Valencia's technical support and not the EPI office.
<http://valenciacc.edu/helpnow/webctfaq.asp>
11. You must be proficient in using a word processing program and have basic computer skills.
12. You must attend every class, or you may receive an "F" for the course. The instructor can decide whether the absence is legitimate and assign appropriate make up work, but it is the instructor's decision.
13. In addition to the 3 hours in class, you may have work exceeding 12 hours for each EPI course.
14. It is your responsibility to complete the necessary paperwork, fingerprinting, and background check to be eligible for the field experience courses.
15. You must complete the field experience courses in order to complete the EPI program even if you are currently employed in a full-time teaching position.
16. You must receive passing grades on all field experience assignments in order to complete the EPI program.
17. It is your responsibility to keep track of the courses you have taken, and the courses you will need in order to complete the EPI program. You can check on your completed courses through Atlas.
18. You will not be issued a Professional Certificate by the Florida Department of Education or be considered an EPI completer until you successfully pass all required sections of the FTCE Exam: the General Knowledge, the Subject Area Exam, and the Professional Education Test. The following is the link to the FTCE testing website:
<http://www.fl.nesinc.com/>

Technology Requirements: For internet and computer hardware requirements please visit http://valenciacc.edu/ltad/students/tech_req.asp. A flash drive is mandatory for storing class materials

and artifacts. It also recommended that you review the tutorial learning module for WebCT located on the Content page of the course in WebCT. If you need assistance with WebCT, contact the Valencia WebCT Help Desk through email at webcthelp@valenciacc.edu or by calling 407-582-5600.

Hybrid Courses: A hybrid course blends online and face-to-face instructional delivery. In this course, the students will experience instruction in a classroom setting and online via WebCT. Students are expected to participate in classroom activities that will apply and enhance the concepts gleaned from the texts and other resources. On WebCT, students are expected to complete learning modules, participate in online discussions, take online assessments and submit artifacts on a weekly basis. The combination of the two instructional delivery models is intended to enhance the learning process for all students. In as much as this is a three hour class in a compressed format, you should expect to spend at least five to ten hours per week on readings and online activities.

Fully Online Courses: A fully on-line course has no face-to-face instructional delivery. In this course, the students will experience instruction online via WebCT. Students are expected to participate in on-line activities that will apply and enhance the concepts gleaned from the texts and other resources. On WebCT, students are expected to complete learning modules, participate in online discussions, take online assessments and submit artifacts on a weekly basis. You should expect to spend at least six to twelve hours per week on readings and online activities. **It is also highly recommended that you go to the following site and take the survey at the bottom of the page to see if you are suited for a fully-online course.**

http://www.valenciacc.edu/ltad/students/skill_req.asp

Volunteer Requirements for EPI Hybrid Students:

This requirement begins Fall Of 2009 for all continuing and new EPI students who are not in a full-time teaching position or in a full-time teacher's aide or paraprofessional position. **Students must complete 5 hours of volunteer/observation hours in a K-12 setting for each 8 week term, not per class. The exception to this is when you are enrolled for EPI 0940 or EPI 0945 because you are already required to do 15 hours per course in a K-12 setting as part of your field experience.** The following links are to the volunteer homepages for Orange and Osceola counties:

Orange County:

<https://www.ocps.net/ES/CR/RESOURCES/Pages/default.aspx>

Osceola County:

<http://www.osceola.k12.fl.us/depts/OASIS/index.htm>

Please Note: Students who do not successfully complete volunteer hours will not pass the current term enrolled.

Volunteer Requirements for EPI Fully On-line Students:

If you are not a full-time teacher or a paraprofessional in a public, private or charter school, you must participate in **10 hours** of volunteer work in a public, private, or charter school for each term that you are registered in a fully on-line course. Even if you are only registered for one class, you must still do 10 hours of volunteer work. The volunteer work must be during the term that you are enrolled in that course(S) with the exception of EPI 0940 and EPI 0945 which already require 15 hours of field experience for each course. The following links are to the volunteer homepages for Orange and Osceola counties:

Orange County:

<https://www.ocps.net/ES/CR/RESOURCES/Pages/default.aspx>

Osceola County:

<http://www.osceola.k12.fl.us/depts/OASIS/index.htm>

Please Note: Students who do not successfully complete volunteer hours will not pass the current term enrolled.

***** Students enrolled in 1 Hybrid course and 1 Online course must complete the 10 hour volunteer requirement for an online student. *****

Internet Service:

A fast, reliable Internet connection and an Atlas E-mail account are basic course requirements. All students need to obtain their Internet access through an ISP that offers a reliable, direct connection to the Internet. We recommend a minimum of a 56 Kbps Internet connection for best results. Your connection speed is determined by your computer's physical location, the speed of your modem, and the access plan from an Internet Service Provider (ISP). Web browsers: Internet Explorer 5.0 or higher.