



Student Handbook
2018-2019

Mission of Physical Education

The Mission of the Physical Education program at Oklahoma State University is to graduate students who possess the knowledge, skills, experience, dispositions, and passion to successfully teach, model, and promote lifelong physical activity and health.

Program Faculty

Dr. Trish Hughes: Associate Professor and Program Coordinator
Her interests include bullying, relationship violence, sexual assault, and safety.

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405-744-9331

Ms. Melissa Jensen: Visiting Assistant Professor
Her interests include physical education and health pre-service education, physical education pedagogy, and coaching pedagogy.

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Mr. Mike Luera: Graduate Teaching Assistant
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Degree Sheet


COLLEGE OF EDUCATION
OKLAHOMA STATE UNIVERSITY

 Requirements for Students Matriculating in or before Academic Year 2017-2018

BACHELOR of SCIENCE
MAJOR: Physical Education
OPTION: Teacher Education
Minimum Overall Grade Point Average: 2.50
Total Hours: 120
(cumulative graduation/retention GPA)
Other GPA requirements, see below.

GENERAL EDUCATION REQUIREMENTS: 41 HOURS			MAJOR REQUIREMENTS: 37 HOURS	
Area	Hours	To be selected from:	Minimum GPA <u>2.50</u> with a minimum grade of "C" or "P" in each course.	
English Composition	6	ENGL 1113 (or 1313) and ENGL 1213 (or 1413 or 3323) (See Academic Regulation 3.5 in Catalog)	HHP 1823 Req. of Non-Traditional Activities, Rhythm, & Movement	
American History & Government	6	HIST 1103 (or 1483 or 1493) and POLS 1113	HHP 1833 Req. of Team Activities	
Analytical & Quantitative Thought (A)	3	MATH or STAT designated (A)	HHP 1843 Req. of Individual Activities	
Humanities (H)	6	Courses designated (H)	HHP 2553 Basic Athletic Injury Management	
Natural Sciences (N) Must include one Laboratory Science (L) course.	8	BIOL 1114 and 4 hours Physical Science	HHP 2654 Applied Anatomy	
Social & Behavioral Sciences (S)	3	Course designated (S)	HHP 2712 Psychomotor Development	
Additional General Education	9	Courses designated A, H, N, or S	HHP 3114 Physiology of Exercise	
DIVERSITY (D) & INTERNATIONAL DIMENSION (I) May be completed in any part of the degree plan. At least one Diversity (D) course At least one International Dimension (I) course			HHP 3223 Motor Learning	
COLLEGE/DEPARTMENTAL REQUIREMENTS: 10 HOURS A minimum grade of "C" or "P" in each course. Required: EDUC 1111 First Year Seminar 9 hours electives (3 hours may need to be in a foreign language)			HHP 3663 Biomechanics	
			HLTH 2603 Total Wellness	
			Full admission required:	
			HHP 4643 School Health and Safety for Physical Educators	
			HHP 4723 Assessment in P.E.	
			HHP 4793 Adapted P.E.	
			PROFESSIONAL CORE REQUIREMENTS: 32 HOURS	
			Minimum GPA 2.50 with a minimum grade of "C" or "P" in each course.	
			EDTC 3123 Applications of Educational Tech	
			EPSY 3413 Child and Adolescent Development	
			HHP 1753 Intro to P.E.	
			HHP 3433 Early Laboratory and Clinical Experiences in P.E.	
			HHP 3753 Methods in Teaching Elementary P.E.	
			HHP 3773 Methods in Teaching Secondary P.E.	
			EPSY 3513 Behavior Management for Teachers of Diverse Learners	
			SPED 3202 Educating Exceptional Learners	
			Student Teaching: HHP 4480 (3 hours) Elementary	
			HHP 4480 (3 hours) Secondary	
<p>Other Requirements: 40 hours of upper-division course work. Required for graduation and recommendation for Standard Certification: (1) 2.50 Overall GPA; (2) 2.50 GPA in Major Requirements; and (3) 2.50 GPA in Professional Core Requirements. The student must earn minimum grades of "C" or "P" in the Major Requirements and Professional Core Requirements, and must earn grades of "P" in all sections of student teaching for recommendation for Certification. The student must earn minimum grades of "C" or "P" in the College/Departmental requirements.</p> <p>Prior to the student teaching experience the student must: a) have all course work completed, b) demonstrate proficiency in a foreign language at the novice high level and c) supply evidence of First Aid/CPR certification valid through the end of the student teaching experience.</p>				
<p>Additional State/OSU Requirements – At least: 60 hours at a four-year institution; 30 hours completed at OSU; 15 of the final 30 or 50% of the upper-division hours in the major field completed at OSU. Limit of: one-half of major course requirements as transfer work; one-fourth of hours earned by correspondence; 8 transfer correspondence hours. Students will be held responsible for degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. Degrees that follow this plan must be completed by the end of <u>Summer, 2023</u>.</p>				

DEAN

DEPARTMENT HEAD

Certification Sheet

OSU Check Sheet for Teacher Certification and Recommendation for Physical Education/Health/Safety (Grades P-12)

(Successful Completion of these requirements DOES NOT result in completion of a degree)

Last _____ First _____ MI _____ CWID # _____

- _____ Apply for Admission to Professional Education <http://tinyurl.com/profedapp> (**must apply first semester**)
Requirements for Full Admission to and Retention in Professional Education (**cannot be waived**):
- _____ Maintain a 2.50 Overall Cumulative Retention GPA (includes all undergraduate and graduate coursework for grad students)
- _____ Pass the Oklahoma General Education Test (OGET) - sign up at <http://www.ceoe.nesinc.com>
- _____ "C" or better in a Foundations of Education Course **AND** a Field Experience (see Prof Ed Courses below for details)
- _____ Begin Professional Portfolio with Sub 1 (in HHP 3433) **Purchase LiveText at OSU Bookstore or at <http://livetext.com> \$115**
- _____ Demonstrate Competency in a Foreign Language (2 years of high school in the same language with grades of "B" or better, or 5 college hours with a grade of "C" or better.)
- _____ Pass Portfolio Submission 2 (completed in HHP 4723)
- _____ Pass Portfolio Submission 3 (completed in HHP 4480)
- _____ Pass the other Certification Exams for Oklahoma Educators (sign up at <http://www.ceoe.nesinc.com>):
- _____ OSAT-Physical Education/Health/Safety (**must pass prior to student teaching placement**)
- _____ OPTE
- _____ Hold a bachelor's degree from OSU in Physical Education/Health/Safety (includes coursework listed below) **OR**
- _____ Hold a bachelor's degree and complete the following coursework

Status Professional Core Courses (32) hours needed; 2.50 GPA and no grade below "C"

Placement in field experiences or clinical practice (student teaching) is not guaranteed. Exhibiting professional dispositions, approval by program faculty, and acceptance by a school are all factors in eligibility for placements.

- _____ Foundations of Education: HHP 1753
- _____ Field Experience: HHP 3433 (**\$17 OSBI name-based background check and must pass Portfolio Sub 1**)
- _____ Child & Adolescent Development: EPSY 3413 **OR** 3113 **AND** 3213, **OR** 5103†
- _____ Behavior Management for Teachers of Diverse Learners: EPSY 3513
- _____ Educating Exceptional Learners: SPED 3202
- _____ Applications of Educational Technology: EDTC 3123 **OR** 5103†
- _____ Methods: (6 hours) HHP 3753 **AND** HHP 3773

(Full Admission, 60 hours field experience, and passing OSAT score required prior to placement)

- _____ Student Teaching: HHP 4480*(6 hours) (**\$59 federal fingerprint background check & must pass Portfolio Sub 3 and in Teacher Work Sample in this course**)

_____ **PROFESSIONAL EDUCATION HOURS NEEDED**

PROFESSIONAL ED GPA: _____

Status Specialization Courses (37 hours needed; 2.50 GPA and no grade below "C")

_____ Sports and Movement Skills: (9 hours) HHP 1823, 1833, and 1843

_____ Total Wellness: HLTH 2603

_____ Applied Anatomy: HHP 2654

_____ Basic Athletic Injury Management: HHP 2553

_____ Psychomotor Development: HHP 2712

_____ Physiology of Exercise: HHP 3114

_____ Motor Learning: HHP 3223

_____ Biomechanics: HHP 3663

_____ Assessment in Physical Education: HHP 4723* (**Must pass Portfolio Submission II**)

_____ Adapted Physical Education: HHP 4793*

_____ School Health & Safety for Physical Educators: HHP4643*

_____ **SPECIALIZATION HOURS NEEDED****SPECIALIZATION GPA:** __________ **TOTAL HOURS NEEDED****GRAD RETENTION/CUMMULATIVE****GPA:** _____

*Must be fully admitted to Professional Education prior to enrollment †Course approved for graduate credit

Additional OSU/OSRHE/OCTP policies: Lower division courses may not be substituted for upper division courses. Admission requirements cannot be waived. The student appeal process and other policies are available on the Professional Education website.

Office of Professional Education, 325 Willard, Stillwater, OK 74078-0431, 405.744.6252, Fax: 405.744.1834

<http://www.okstate.edu/peu>**The following signature indicates the student has read and understands this checklist:****Name:** _____ **Date:** _____

Advising

For advising assistance or for enrolling in Physical Education classes please meet with your primary advisor (although the Physical Education faculty may also be able to help). For most Physical Education/Coaching Science students, your advisors are Mr. Todd Snethen and Ms. Jordan Garriott. To make an appointment call (405)744-6350

Fully Admitted to Physical Education Program

You are fully admitted into the Physical Education program when you successfully pass your OGET, pass HHP 1753 with a C or better, pass submission I of the portfolio, pass **Early Laboratory and Clinical Experiences in Physical Education (HHP 3433)**, and have a graduation/retention GPA of 2.50 or better. It is important to take the OGET as soon as possible, as you are limited by what classes you can take until you are fully admitted into Physical Education program.

HHP 3433 is a three-credit hour class in which you will complete 60 hours of assisting a teacher in a physical education setting. Half of this experience will occur in secondary and half in elementary. Going to an urban setting (Tulsa or OKC) is an accreditation requirement.

This is a pass/fail class, and you cannot pass the class until you have passed the OGET, completed your observation hours, completed a successful interview with the Physical Education faculty, and passed portfolio Submission I (which includes four professional development - PD - activities). You must also have a cumulative/retentive GPA of 2.50 to be fully admitted to the Physical Education program.

You should schedule to take this class during a semester when you know that you will be able to be in schools for a substantial period of time. After this class, you will still have a minimum of two semesters of coursework before student teaching.

The Physical Education Club

The Physical Education Club serves the Physical Education student body by hosting speakers, organizing events, raising money, attending conferences, and representing the student body to the Physical Education faculty. Dates and times for meetings will be posted on the Colvin Physical Education noticeboard outside Dr. Hughes' office (185).

If you are planning to be a Physical Education major, even if you have not yet been officially admitted to the Physical Education program, you should join the Physical Education Club. For more information about the Physical Education Club and the Program please like the Facebook page: www.facebook.com/OSUPhysicalEducation

Progressing Through the Program

If you are receiving this manual then you are probably already enrolled (or have taken) **Introduction to Physical Education (HHP 1753)**. It is important to note that there are different ways to progress through the Physical Education program, but here are some important suggestions for progressing through it quickly and efficiently.

1. If you are a transfer student, your transferred classes may not be the same sequence recommended for our classes. If you want to substitute something you already took at your previous college, you will need to speak with your academic advisor.
2. Take your pedagogy classes at the first opportunity. These are **Pedagogy of Nontraditional Activities, Rhythm & Movement (HHP 1823)**, **Pedagogy of Team Activities (HHP 1833)**, and **Individual Activities (HHP 1843)**. These classes are not offered every semester so it is important to take them when they are available. The knowledge gained from them is also vital in doing well in future methods classes.
3. Pass **Early Laboratory and Clinical Experiences in Physical Education (HHP 3433)** as soon as you can to become fully admitted into the program. Towards the end of the course you will be interviewed by faculty members about your progress in the program and your future career goals. Professional attire and behavior is required.
4. There are three classes you cannot take until you have been formally admitted: **Adapted Physical Education (HHP 4793)**, **Assessment in Physical Education (HHP 4723)**, and **School Health and Safety for Physical Educators (HHP 4643)**. These are only taught certain semesters, so it is important to become fully admitted to the program as soon as possible to ensure timely progression through the program.
5. All OSU students must meet a foreign language requirement in order to graduate. This might be unclear on your degree plan, but work with your advisor to make sure that you meet this requirement.
6. In your final semester, you will enroll in **HHP 4480 (Elementary and Secondary Student Teaching)**. There is also the option to Student Teach abroad. Applications must be submitted **a year** prior to the proposed Student Teaching semester. Please contact Dr. Hughes with any questions. These are the only classes in which you enroll for the semester. You will not be permitted to student teach if you have:
 - a. Not completed all of your coursework
 - b. Have below a 2.5 GPA
 - c. Have not completed the foreign language requirement
 - d. Have not submitted and passed Portfolio Submissions I & II
 - e. Not passed OGET & OSAT
 - f. Not recommended by PE faculty for clinical practice

State Mandated Testing

In order to receive your teaching certificate, you are required to pass three state tests. These are the OGET, OPTE, and OSAT.

Oklahoma General Education Test (OGET) – **should be taken as soon as possible**. Passing the OGET is one of the requirements to becoming fully admitted to the Physical Education

program. It is **not** advisable to wait until you are enrolled in **Early Laboratory and Clinical Experiences in Physical Education (HHP 3433)**; you will earn an F in HHP 3433 if you have not passed it by the end of the class!

Oklahoma Subject Area Test (OSAT) – you are **not** permitted to student teach until you have successfully passed the OSAT. Therefore, it is advisable that you take the OSAT early enough before student teaching that you have time to try again if necessary.

Oklahoma Professional Teaching Exam (OPTE) – the OPTE is most often taken during student teaching, but you may take it sooner if desired.

Portfolios

The Office of Educational Quality and Accountability (OEQA) is the accrediting body for teacher education programs in the state. It requires every candidate to build a portfolio to demonstrate proficiency in core values (L.E.A.D.S.) and InTASC Standards.

To accomplish this, you must complete a portfolio. This portfolio demonstrates the body of work that you have completed as well as meet the core values (L.E.A.D.S.) and InTASC Standards. This occurs in three stages: I, II, and III. Every graduate must have a portfolio. This portfolio is put together during your entire program. **Don't throw away any assignments or papers you have written until you graduate and save any receipts, photos, registrations, and all other material for your professional development section of your portfolio** (see Professional Development section for more). Keep the electronic version, as that will be how most of you will be submitting your materials.

More information on the Portfolio is available in your Professional Education Student Handbook.

The Physical Education faculty are not Livetext or Portfolio experts, so if you need help with the portfolio or using Livetext you should contact Ms. Kathy Thomas (744-2247; kathy.thomas@okstate.edu). This is her job, so do not feel bad about contacting her. Refer to the Professional Education handbook for more information about the portfolio.

You must complete 10 artifacts in your portfolio, which meet both InTASC and Core Value (L.E.A.D.S) requirements. An **artifact** is generally an assignment you have done for a class or a piece of evidence that meets one of these requirements. You will make a **caption page** that explains that you understand, for example, content knowledge. Your artifact will be an assignment that is about content knowledge. Therefore, each artifact must have a caption page with it.

Submission I is to be completed during **Early Laboratory and Clinical Experiences in Physical Education (HHP 3433)** As part of Submission I, you must document *four* professional development activities.

Submission II will be done while taking **HHP 4723 (Assessment in Physical Education)**. For this submission, you will complete *two* more professional development activities and the required 10 caption pages with artifacts.

Submission III occurs during Student Teaching. You will revise your goals and philosophy, provide an updated resume, and update your field placement record. You will be required to document *two* more professional development activities. The primary component of submission III will be your teacher work sample.

Where you acquire your artifacts for each section depends on what classes you take (e.g., electives), your schedule, and your involvement in outside activities. However, in general you can acquire artifacts from these locations:

1. **Leadership** – any class, club, campus involvement, participating in a departmental meeting, leading a group project, tutoring, etc.
2. **Ethics** – professional development opportunity, conference, COE workshops (difficult dialogues), paper on ethics
3. **Content Knowledge** – paper, lesson plan in content area etc. HHP 3663, 2654, 3114
4. **Integration** – build something into a lesson/plan. EDTC 3123, HHP 3753, 3773
5. **Human Growth & Development** – HHP 2712, EPSY 3413
6. **Learning Environment** – HHP 3433 (taking students outside, different environment used as a tool, stations)
7. **Technology** – EDTC 3123
8. **Teaching/Professional Practice & Assessment** – rubric development, HHP 4723
9. **Diversity** – HHP 4793, 2712, 3433, EPSY 3413, COE workshops (difficult dialogues)
10. **Service & Community Outreach** – ball game, volunteer, service, email to parents, IEP meetings, parent/teacher conference

Professional Development

As part of your portfolio, you are expected to acquire evidence of professional development. There are a variety of ways that this can be achieved. Opportunities will be posted on the Physical Education noticeboard and Facebook page. However, other examples include joining and participating in the Physical Education club or joining and attending the Oklahoma Association of Health, Physical Education, Recreation, and Dance (OAHPERD) annual convention. Note that simply being a member of an organization is **not** an acceptable piece of evidence. Attending training, presentations, webinars, etcetera are.

You must have acquired *four* pieces of professional development for Portfolio I, an additional *two* for Portfolio II, and an additional *two* for Portfolio III. If you need ideas on how/where to obtain professional development then please ask one of the faculty. Above all, **make sure that you collect evidence of the professional development activity**.

OSU Dress Code for Public Schools and Other Official Events

Shorts/Pants

Shorts/pants must be walking length, and not running or sunning length. Warmup pants are acceptable in cooler weather. **Leggings are not to be worn.** Pants and shorts must be worn at the natural waistline, and not slid down on the hips. No denim, fringe, leather, or suede is permitted even if the school allows it.

Shirts

Shirts must be clean, modestly worn, and tucked in. OSU polo shirts are preferable, but other OSU or athletic shirts are generally acceptable. Shirts should not include any offensive or questionable logos on them. Logos of other universities are not permitted.

Hats

Hats are generally prohibited in schools, but even if they do, they are not to be worn **inside** when you are in the public schools. Hats may be worn **outside** if they are clean, appropriate and approved by the school.

Shoes

Athletic shoes are acceptable if you are in athletic attire. Flip flops or sandals are not permitted.

Underwear

You must wear it. It must not appear outside of your clothing.

Miscellaneous

Tattoos need to be concealed by clothing. Facial piercings must be earringless while you are in schools. The exception is that women may wear one set of earrings in their ears.

Professional Expectations

At all times in and out of class you are expected to represent the program and the university with distinction. It is your responsibility to uphold the quality of our program. To that end, when you come to class,

- Be early
- Bring your student ID in case it is necessary to go past the check-in desk in Colvin
- Turn your cell phone off or to vibrate and don't use it for any reason during the class unless you have given you special permission **before** that class period (e.g. an emergency).
- Don't read other materials during class (e.g. magazines, newspapers).
- Don't bring your meal to class.
- Think of safety during physical activity lessons.
- Be polite and respectful to others and their opinions.
- Do not pack up your class materials until class is finished.

With respect to written work,

- Always follow APA guidelines unless otherwise instructed.
- Double-space everything so there is room for instructor feedback on it.
- Staple multipage work.
- When sending emails or submitting written work, write in a professional manner.

Other Items

Dispositions

Several times throughout the program, faculty members will evaluate you on communication, ethics, professionalism, dependability, etc. If there is concern regarding your results you will have a conversation with a faculty member about how to improve deficient areas.

Physical Fitness

You will be tested on your fitness with FITNESSGRAM protocols twice during your course work (HHP 1753 & HHP 4723). It is an **expectation** that you will maintain a healthy fitness level throughout the program, as you are a model to future students as well as those around you.

Scholarships

Scholarships are offered for which Physical Education majors are eligible. Some are need-based but others are not. Deadline for application is usually February 1st of every year and open up in early November. Some years scholarships go unrewarded because we do not get enough applicants. <http://education.okstate.edu/scholarships>

Student scholarships are also offered to OAHPERD members. To become a member or apply for one of these scholarships please see Dr. Hughes or Ms. Jensen.

Faculty Concerns About Your Progress

Our faculty meet together regularly to discuss program concerns. These concerns may include student issues such as poor academic performance or behavior. If we see that a student is having difficulty in more than one class, we will schedule an appointment with you to determine if there is something we can do to help you succeed. In cases of unsatisfactory progress following this meeting, your case will be referred to the Professional Education Unit supervisor, who will be the next step in the process. If you fail to meet expectations for him/her, you may be asked to leave the Physical Education program. *At all times remember that any concerns about you or your progress could affect your recommendation to clinical practice.* Remember: Strive for Excellence!

Teacher Candidate(s):		School:	Date/Day/Time:	Grade:	# of Learners:	Duration of Class:
Unit/Activity:			Lesson Number:			
Focus:						
Learning goals (objectives):	Psychomotor (P):					
	Affective (A):					
	Cognitive (C):					
OK Academic Standard(s): http://tinyurl.com/zn7jboh		SHAPE Standard(s): http://tinyurl.com/lc72ee8				
References/Additional Info:						
Lesson Components	Time (mins)	Organization & Layout	Description of Activity	Cues	Modifications/Safety	Equipment/Supplies
Introduction						
Body of Lesson						
Closure						
Description of Assessment(s)						
Lesson Evaluation & Reflection						
** or green highlight indicates content integration						

