

### **Policies and Requirements for Elementary Certificate & MAT**

1. This program must be completed within 7 years after the starting semester of the first program class taken.
2. Transfer credits into these programs are evaluated on a case-by-case basis. No course older than 7 years old will be eligible.
3. Candidates must complete ED 230 and ED 333 and be admitted to the program before participating in the graduate level methods courses: ED 615, ED 616, ED 617, ED 618, ED 619, ED 621 A,B,C, and ECE 661.
4. The MAT Elementary program includes a K-8 certificate. At least one practicum placement must be at each level: Primary K-2, Intermediate 3-5, and Middle School, 6-8.
5. Each methods course requires a minimum of 3 hours of practicum in an elementary or middle school classroom per week. The practicum for ED 619 may be overlapped with another practicum.
6. When two or more candidates live in the same community, they are asked to participate together in audio conferences.
7. Successful completion of all coursework is required prior to the start of student teaching unless a waiver is approved.
8. Student teacher placement is the responsibility of the University, not the candidate. Policies for student teacher placement are described in this Handbook.
9. We recommend that candidates not take other courses during student teaching. Candidates should plan on a minimum of 15 weeks for full-time student teaching.
10. Students must maintain a 3.0 GPA. A grade of C- or lower in any program course is unacceptable and must be repeated for the credit to apply.
11. Students must maintain professional dispositions with the local schools, the University, and the professional community. A Professional Dispositions checklist and protocol are provided in this Handbook.
12. Candidates must abide by the Alaska Teaching Profession Code of Ethics at all times.

## **APA Document Reference and Citation Specifications**

Use the American Psychological Association (APA) 6th Edition and these examples as you prepare your document. A sample paper is found on our website <http://UASgep.learningspaces.alaska.edu>.

**List of References:** (use “List of References” to head this separate page after the body of your work)

When citing **books**, they should look like the following:

Ryan, K., & Cooper, J. (2000). *Those who can, teach*. Boston: Houghton Mifflin.

Dewey, J. (1902). *The child and the curriculum*. Chicago: University of Chicago Press.

When citing **booklets**, they should look like the following:

National Parent/Teacher Association Booklet (1998). *National standards for parent/family involvement programs*.

When citing **journal articles**, they should look like the following:

Kagan, S. (1989-90, December/January). The structural approach to cooperative learning. *Educational Leadership*, 47(4), 12-15.

Nielsen, T. (2001, Autumn). *Problems old, problems new: Reconciling heart and mind*. *Encounter*, 14(3), 4-15.

**NOTE:** Only the first word in the titles of books, articles, etc. is capitalized, with the exception of after a colon. Use only the last name and first initial of the author name(s).

When citing **internet journal articles**, they should look like the following:

VandenBos, G., Knapp, S., & Doe, J. (2001). *Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]*. *Journal of Bibliographic Research*, 5, 117-123.

When citing **internet documents**, they should look like the following:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

\* Begin the cite with the author's name if one is identified; otherwise begin with the document title.

## **Body of APA**

The following examples will demonstrate how to cite a reference within the body of your paper with either a direct quote or otherwise:

**If you use a direct quote (exactly word-for-word)** within your writing, you will put it in quotation marks and include the author, date, and page number, like this –

Ryan and Cooper (2000) said, “By reflection we simply mean the process of thinking about your experiences and their implications for you” (p. 17).

***OR (use a combination of the two for variety)***

“By reflection we simply mean the process of thinking about your experiences and their implications for you” (Ryan and Cooper, 2000, p. 17).

**If you do NOT quote directly**, you will then include the author and date (page number is NOT used if it is not a direct quote), like this –

Ryan and Cooper (2000) stated that when they speak of reflection, they mean a process where one ponders their experiences and what implications they have for them.

***OR (use a combination of the two for variety)***

Reflection is a process where one ponders their experiences and what implications they have for them (Ryan and Cooper, 2000).

When citing **booklets**, they should look like the following:

According to the National Parent/Teacher Association (1998), parental involvement in a student’s education is directly related to student achievement.

When citing letters from or interviews with individuals, they should look like the following and are NOT listed in the “List of References.”

(J. Linnertz, personal communication, February 17, 2004)

When citing a **letter to the editor**, it should look like the following, starting with the name of the writer:

Davidson, B. (1982, September 18). [Letter to the editor]. *The Minot (North Dakota) Daily News*, p. 5.

**\*\*** Note the difference between how you cite within the body and how you list the cite under the “list of references.” ALL cites in the body (except “personal

communication) MUST be listed in the “list of references” and ALL cites listed in the “list of references” MUST be cited in the body. The first word (author last name or organization) in each cite (body and list) must be identical in both places. For cites within the body, if there are between three and five authors, list ALL authors in your first cite, then use the last name of the first one and et al. after it thereafter, i.e., Lambert et al. (1997). If there are six or more authors, your first and consequent cites in the body should include only the last name of the first author, like the Lambert example above. All the authors are named in the list of references. Always use only the last name (not the first) of the author(s) in the body, like in the Lambert example above.

### **Other things to keep in mind**

- If you use a direct quote longer than 3-4 lines of print, it should be single-spaced and have a 5-space margin both on the left and right (cite author and date before the quote and put the page number after it (p. X or pp. XX). Don't use quotation marks.
- Single space each entry in your “list of references.”
- Use double spacing in the body of your document.
- In your list of references, leave one space between each entry.
- In your list of references, indent the second and subsequent lines of each listing.