



*Preparing people to lead extraordinary lives*

Loyola University Chicago  
Opportunities in Catholic Education

# **LU CHOICE**

## **Program Handbook**

<b>Program Description and Mission</b> .....	3
<b>LU CHOICE is Catholic and Jesuit</b> .....	3
<b>Professional Teaching</b> .....	3
Program Components .....	4

School Compensation Considerations .....	9
<b>Spirituality and Formation Components.....</b>	<b>9</b>
Whole Group Reflection or Spiritual Sharing.....	9
Retreats .....	9
<b>LU CHOICE Policies.....</b>	<b>9</b>
Teaching Expectations.....	9
Dismissal from the LU-CHOICE Program.....	10
Voluntary Withdrawal from the LU-CHOICE Program .....	10
Grievance Procedure.....	11
Program Calendar .....	11
Transportation.....	12
Evaluations .....	12
<b>Other Important Information .....</b>	<b>12</b>
Health Benefits .....	12
Available Resources .....	13
Annual income.....	13
Transcripts .....	13
Program Expenses .....	14
Books.....	14
Term of Service .....	15
Non-Discrimination .....	15
Office Information.....	15
Program Participation .....	15
Your LU CHOICE Experience .....	15
<b>Current &amp; Proposed Program Comparison: .....</b>	<b>16</b>
<b>Summer 2021: .....</b>	<b>17</b>
<b>Fall 2021:.....</b>	<b>17</b>
<b>Spring 2022:.....</b>	<b>17</b>
<b>Summer 2022: .....</b>	<b>18</b>
<b>Fall 2022:.....</b>	<b>18</b>
<b>Spring 2023:.....</b>	<b>19</b>
<b>Summer 2023: .....</b>	<b>19</b>

## About the Handbook

The LU CHOICE Handbook serves as a guide to a successful experience in LU CHOICE. It exists to clarify assumptions regarding a member’s participation in the LU CHOICE program.

Much of what is expected of a LU CHOICE member is a matter of common sense and sound judgment. Disregard of the policies and guidelines can result in the loss of program benefits, including tuition remission and could possibly lead to dismissal from the program.

The guidelines are designed to foster a strong program and a positive experience. They are subject to change at any time at the discretion of the LU CHOICE director, with input from participants, agency partners and Loyola University Chicago faculty, staff and administration.

## **Program Description and Mission**

Loyola University Chicago Opportunities in Catholic Education (LU-CHOICE) is a two-year field-based, scholarship, and training program for college graduates. The program is an initiative of the Greeley Center for Catholic Education whose mission is, “As a Jesuit Center, we work to expand faith, justice, and learning to advance the vital ministry of Catholic education”.

The essence of LU-CHOICE can be found in its two components: professional teaching, and spirituality. These components are a part of the formation program that is LU CHOICE. Participants of LU-CHOICE complete all of their field requirements in a Catholic School in the city of Chicago. They attend education classes through a graduate program at Loyola University Chicago. Graduates of the program will receive a Professional Educator License (PEL) with an elementary endorsement (grades 1 -6) allowing you to teach self-contained grades 1-6.

An active spirituality is at the core of all aspects of LU-CHOICE. Participants have the opportunity to grow and enhance their spiritual life through retreats and days of reflection.

The formation is intended to be a holistic process - encouraging intellectual, social, emotional, physical, spiritual, ethical, and moral growth.

LU-CHOICE teachers embody the Jesuit ideal of being persons with and for others through teaching at their schools and dedication to their community.

## **LU CHOICE is Catholic and Jesuit**

LU CHOICE strives to be inclusive of all faith traditions and to promote the development of diverse spiritual identities. Rooted in Catholic and Jesuit traditions, many program elements build and expand on these practices. We ask all members to be respectful and considerate of each other’s spirituality.

The Jesuit tradition involves searching inward as well as outward. It highlights a commitment to social justice, spiritual practice, and compassion towards others. Ultimately, it means, as Saint Ignatius taught, “seeking God in all things” and living a life reflective of the glory of God.

Jesuit education asks us to take risks, to search beyond our fears, to take courage and to go where we have not yet gone.

## **Professional Teaching**

The program will provide our participating teachers with many forms of support:

- Bring enrolled in the Master of Education at Loyola University Chicago
- Bring a part of a spiritual formation program
- Having access to all of the resources available to a graduate student at Loyola University Chicago

- Paying all graduate school tuition and fees

These are a few of the supports available for teachers.

## Program Components

- LU CHOICE teachers are a part of the graduate program at Loyola University Chicago. All graduate students are required to have non paid field experiences in a school or schools. The LU CHOICE program requires that these experiences take place in Catholic Schools in the city of Chicago. Since students spend so much time in their field placement activities the LU CHOICE program will facilitate, upon program entry, relationships with school offering paid field placement in a Catholic School. Paid field placements are contingent upon available placements within the Archdiocese of Chicago. If the event that a teacher’s contact is terminated for any reason, the program cannot guarantee another paid field placement but will assist in trying to facilitate a paid field placement. Securing a non-paid field placement, to help the student meet requirements is a guarantee of the program.
  - Paid field placements are coordinated by the program director. Attempts are made to place teachers at the grade level and in the environment in which they are most interested. However, personal preferences cannot always be met. LU CHOICE teachers can be placed in grades 1-8. Those teaching 7<sup>th</sup> or 8<sup>th</sup> grade must also teach 6<sup>th</sup> grade in order to meet licensing requirements.
  - Teachers are often placed in schools that are under resourced and are also under served. For the new teacher this can create challenges. The program will not isolate you or shield you from these challenges. The program is here to be a support to our teachers in this challenging environment by helping you get through the challenges.
- LU CHOICE teachers take graduate level classes during their two years in the program according to the schedule (detailed information included at the end of the handbook).

**Summer A** – Final two weeks of the session, late June  
TLSC 403

**Spring**  
TLSC 420  
TLSC 421  
TLSC 422

**Fall**  
TLSC 404  
TLSC 407

**Summer B**  
TLSC 401  
TLSC 406

**Summer**  
TLSC 450  
TLSC 410  
TLSC 430 (optional for LBS1 endorsement)  
TLSC 431  
CIEP 432 (optional for LBS1 endorsement)

**Spring**  
TLSC 460  
TLSC 461

**Fall**  
TLSC 440  
TLSC 442

**Summer**  
TLSC 479

- **Content Area Exam**  
You must take and pass this exam by Sequence 8.
  - <http://www.il.nesinc.com/> (test #110)

- **Assessment of Professional teaching, APT**, to be taken during sequence 8.
- **edTPA** – Required by ISBE for licensure, the edTPA is completed during Sequence 8 (Student Teaching). Candidates are asked to provide evidence of teaching competence using a subject specific learning sequence of 3-5 consecutive lessons for one class of students. Assessment artifacts include lesson plans, video clip of instruction, student work samples, analysis of data relative to student learning, and reflection. Candidates must demonstrate the ability to differentiate instruction for diverse learners, including English language learners and students with disabilities.

**\*\*The following are requirements of the School of Education. You should receive an email from the School of Education with instructions as relates to the completion of these tasks:**

\_\_\_\_\_ Complete the background check – fingerprinting

\_\_\_\_\_ Complete the DCFS Mandated Reporter Training

\_\_\_\_\_ Complete the Virtus Training, you may do this once you are placed through your school.

- **Office of Catholic Schools**  
In order for the office of Catholic Schools to have you in their system, you will need you to complete an online application. Follow this link:  
<http://www.applitrack.com/archchicago/onlineapp/>. Answer the questions as best you can. This is just to get you in the system.
- All teachers must provide to the Office of Catholic Schools the result of a TB tests taken within one year prior to teaching. The teacher should visit the LUC website to see if any other vaccinations and/or paperwork are required by the university.  
<http://www.luc.edu/wellness/tools/immunizations/>. If so, this must be completed by the end of July during the first summer in the program.
- LU CHOICE applicants are not required to take the GRE or praxis exams.

What	When	Cost
Test of Academic Proficiency TAP/Basic Skills or ACT/SAT	Admission to the Program	\$125 (TAP)
Content Exam – Secondary Education Majors	Admission to the Program	\$86 - \$135
Test of Oral Proficiency Interview <b>Foreign Language Majors Only</b>	Admission to the Program	<a href="#">Admission Requirement</a>
Content Exam – Elementary Education & Special Education	Prior to Sequence 8	\$86 - \$135
Special Education General Curriculum <b>Special Education Majors Only</b>	Prior to Sequence 8	\$110
Assessment of Professional Teaching (APT)	During Sequence 8	\$135
Impact Project/edTPA	During Sequence 8	\$300 (edTPA only)
No grades below C for licensure courses	Throughout the Program	

Major and Cumulative GPA 3.0	Throughout the Program	
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- Use this checklist to ensure that you have successfully completed all requirements necessary for recommendation for licensure. When all items are checked off, the Entitlement Form can be submitted to the Licensure Officer.
- Summer Seminars: During the summer, first year teachers will attend seminars designed to help them prepare for their first year of teaching. These seminars are practical and may be led by current LU CHOICE teachers, Staff, Alumni and principals. Teachers also have a clinical experience in a school. This experience is designed to help the teachers have a classroom experience prior to teaching in August.
- All LU CHOICE teachers will be assigned a Mentor. This mentor will visit each LU CHOICE teacher up to ten times the first and second year. The purpose of these visits is to provide supervision, support and feedback to the LU CHOICE teacher.
  - **Your two years in LU CHOICE are considered student teaching.** Therefore, it is important that any major issues that arise at school with administration, parents, students, etc. be discussed with the LU CHOICE director and mentor before taking any action. Your mentor can give you advice on next steps.
  - Your mentor will also conduct seminars throughout each semester.
  - Any anticipated absence needs to be approved by the LU CHOICE director, mentor/student teaching supervisor and the principal prior to making any plans.
    - **If you are not at your assigned school for any reason, i.e. sick, personal day, you must email the principal, mentor/supervisor and director.**
- The LU CHOICE Director will also visit each teacher per semester. The purpose of these visits is to meet with the principal of the school to get feedback and suggestions on the program. Additionally, these visits help confirm the feedback that the director receives about the teacher from the supervisor and the principal. Visiting the schools also gives the director an opportunity to experience the school atmosphere and administration. Visiting LU CHOICE teachers in their classrooms gives the director an opportunity to experience what it is like for the teacher on a daily basis.
- All participating teachers send to the director a copy of their class schedule in early September and official college transcript, by the end of the first summer.
- Due to state Professional Educator License (PEL) with an Elementary endorsement guidelines, all LU-CHOICE teachers must have the following general education credits. Many teachers will have completed these requirements in their undergraduate course work. However, some LU-CHOICE teachers may be required to take additional classes to complete the general education requirements. Note: Some requirements may be met by waivers or testing rather than completion of a course. Scheduling and payment of tuition for these classes is the responsibility of the LU CHOICE teacher. It is suggested that **these classes are taken during the second summer of the program.**
  - <http://www.luc.edu/education/graduate/teacher-prep/general-education-requirements/>

### Communication Skills

Public Speaking (3)

Composition I & II (6)

## **Mathematics and Science**

Math Elective (3)

Biological Science (3)

Physical Science (3)

One science must include a lab.

## **Humanities**

Evidence of 9 credit hours in at least two of the following categories:

Arts, Literature, Philosophy, Foreign Language

## **Social Science**

American Government or U.S. History (3)

Evidence of 6 hours in at least two of the following categories:

History, Geography, Economics, Political Science, Anthropology, Religious Studies (not Theology), Psychology, Sociology

## **Area of Concentration**

18 hours of coursework in an approved area. Courses should be beyond the introductory level and at a minimum GPA of 3.0 in the 18 hours.

## **Licensure Requirements**

1. Candidates are required to earn a minimum G.P.A. of 3.0. A grade of “B” or better is required for all graduate classes. If a candidate earns two “C+s” or lower in their graduate work they will be required to meet with the Program Chair who in consultation with the Teacher and Learning Program will determine if the candidate will be allowed to continue at Loyola in the Teacher Preparation Program. All courses used to satisfy licensure requirements must be a “C” or better. This includes all general education, content area, and education major coursework.
2. To be licensed by the State of Illinois, candidates must receive passing grades on three or four tests prepared by the Illinois Licensure Testing System. The tests are:
  - 1) a test of academic proficiency (TAP),
  - 2) a subject matter test in the major discipline and
  - 3) a test in the assessment of professional teaching.
  - 4) Special Education majors are required to pass a fourth test, the Special Education General Curriculum Test, prior to issuance of the license.

Students must submit a passing score on the TAP test prior to the end of their first semester at Loyola University Chicago. The subject matter test is a prerequisite for student teaching/practicum, except for students in the master degree program in secondary education who must submit a passing score on the appropriate content exam prior to the end of their first semester. The Assessment of Professional Teaching is required to receive a Professional Educator License by the Illinois State Board of Education. Out of state candidates who are, applying for a subsequent license in Illinois must pass the Illinois TAP whether or not it was waived for an initial license.

3. When licensure requirements have been fulfilled, the candidate must complete an Application for Entitlement. Applications are available from the Office of Student Academic Services. The process for licensure is explained at a seminar during student teaching internship.
4. All candidates must pass and submit an Illinois State Police Criminal Background Check prior to their first clinical experience. For more information go to the following website: <http://www.luc.edu/education/resources/illinois-licensure/criminal-background-check/index.shtml>

## **Graduation**

All students are required to apply for graduation. You would do this through your account in Locus. This is generally done the semester prior to graduating. This is not the same as attending the actual graduation ceremony. Even if you do not plan to attend the graduation ceremony in May, you must still apply for graduation.

All LU CHOICE students are eligible, and encouraged, to participate in the School of Education Commencement Ceremony held in May. (There is a fee for the cap and gown that is not covered by the program.)

Participants do pay a fee prior to graduation. In addition, you must submit an application for graduation. To ensure your degree is posted on time check into this in October prior to your graduation date. Participants are also responsible for paying for any classes needed to meet the state of Illinois Professional Educator License (PEL), with an Elementary endorsement, requirements that were not taken prior to joining LU CHOICE.

## **School Compensation Considerations**

LU CHOICE does pay all school related tuition and fees. Participants are responsible for books and other school expenses. The annual health insurance premium is through the participants' school/archdiocese. Participants are responsible for all other medical related costs.

When paying LU CHOICE members, as employees of the Archdiocese, schools will use the pay scale as outlined in the OCS handbook.

## **Spirituality and Formation Components**

We value the experiences of a diverse group of participants from all backgrounds. While it is not a requirement to express or share the same faith values as other participants, all members must be open to living and working with persons that express faith experiences which may be different from their own.

As an ecumenical group, LU CHOICE teachers are encouraged to enter respectfully into dialogue and open themselves to deeper questions of the heart. For many spirituality comes alive when LU CHOICE teachers recognize that their lives as teachers, their lives in community, and their professional growth are all intimately connected to their spiritual formation.

Through a common exploration of how each member finds God in their life LU CHOICE teachers may take the time to notice and appreciate more of life and open themselves to a new dimension of the spiritual journey.

## **Whole Group Reflection or Spiritual Sharing**

Two times a year the entire LU CHOICE community will have the opportunity to gather for reflection or spiritual sharing.

## **Retreats**

Members have the opportunity to participate in weekend retreats, each Fall and Spring, that will be scheduled during the year by LU CHOICE.

## **LU CHOICE Policies**

It is not the intention of these guidelines to tell you how to behave in every situation, nor are they to be viewed as a list of "dos" and "don'ts". Rather, the policies described herein are meant to clarify any assumptions you may have regarding your participation in LU CHOICE.

A noteworthy reality is that as a member of LU CHOICE you represent Loyola University Chicago and the Archdiocese of Chicago. In that regard, you are a public person and must conduct yourself in a professional, ethical and moral manner at all times.

## **Teaching Expectations**

LU CHOICE teachers are expected, at all times, to present themselves to their students and their communities in the most professional manner. Appropriate boundaries must always be maintained in the student-teacher relationship. Teachers must abide by Archdiocesan and school policies as highlighted in the school's handbook. Failure to abide by said guidelines may result in a teacher's dismissal from LU CHOICE.

## **Dismissal from the LU-CHOICE Program**

The Director of the LU-CHOICE program may terminate a teacher's participation in the program at any time in consultation with the participant, agency, LU CHOICE mentor, SOE faculty/staff and Loyola University Chicago administration.

A LU-CHOICE teacher may be dismissed from the program for one or more of the following reasons:

- Conducting oneself in a manner deemed as morally or ethically offensive
- Disregarding the philosophy of the school or the program
- Disregard or the violation of Loyola University Chicago policies.
- Demonstrating a pattern of failure in the classroom
- Disregarding the policies/procedures of the program
- Having any serious physical or emotional problems.
- Earning two or more "C's throughout the coursework
- Decision by the LU-CHOICE director that the teacher is not upholding/observing the policies of LU-CHOICE as outlined in this handbook.

This list is not exhaustive. There may be other reasons for program dismissal.

In the event that a teacher is dismissed from the program, the teacher understands that the program has incurred a large number of expenses on their behalf, and is thereby responsible for reimbursing the LU-CHOICE program at Loyola University Chicago for the following costs:

- Tuition and university fees
- Summer housing and meals costs

The school may choose to discontinue the teachers' employment if they are no longer in the program. In the event that a teacher is dismissed from the school in which he/she is employed, the teacher understands that the school has incurred a large number of expenses on their behalf, and is thereby responsible for any contractual agreements with the school and these will have to be met by the teacher.

## **Voluntary Withdrawal from the LU-CHOICE Program**

If LU-CHOICE teachers determine that they wish to withdraw from the program, they are to consult immediately with the LU-CHOICE Director.

When facing the issue of withdrawal from the program, LU-CHOICE teachers understand that they will be responsible for any related LU-CHOICE program fees and costs that the university incurred during the teachers' participation in the program.

### **LU-CHOICE teachers who are facing the issue of voluntary withdrawal from the LU-CHOICE program should follow these steps:**

- Immediately schedule an appointment with the LU-CHOICE Director.

- Discuss your situation with the LU-CHOICE Director, and provide reasons behind your decision.
- Working with the director create a plan to help address the reasons for wanting to leave.
- Meet with the director weekly to discuss the plan and progress.
- If after six weeks program continuation is not a possibility, the participant must submit a letter of resignation to the LU CHOICE Director.
- Following the appointment with the LU-CHOICE Director, the teacher must prepare and submit a transition plan to the school principal and LU CHOICE director. The plan must include at least three weeks of teaching to give the school time to make arrangements for a replacement teacher.
- The teacher must submit a letter of resignation to the school administrator where employed.

When teachers voluntarily withdraw from the program at any time during their two years of service, they will be held responsible for reimbursing Loyola University Chicago for the following costs:

- Tuition and university fees
- Summer housing and meal costs

All contractual agreements between the teacher and placement school must be met by the teacher. The school, however, may choose to discontinue the teacher's employment if the student is no longer in the LU-CHOICE program. The student must meet with the LU-CHOICE Director and the school administrator to determine the course of action (i.e., to determine effective withdrawal date and to review the requirements of the Archdiocesan teaching contract.)

## **Grievance Procedure**

At times, a LU CHOICE member may have problems, concerns, or grievances connected with their community life, or with the program in general. The following procedure has been developed for consideration of a LU CHOICE member's grievance. A LU CHOICE member should proceed in the following manner:

- Present the problem to the Director, either orally or in writing. The Director will give it prompt attention and make a decision within a reasonable amount of time. All decisions made by the director are final
- If the grievance is with the LU CHOICE Director if possible address the director. If the issue is not resolved the LU CHOICE member should contact the Dean of the School of Education.
- The Dean *may* wish to schedule a meeting with the LU CHOICE member to discuss the issue(s).
- The Dean will consider the problem and make a decision within a reasonable amount of time.
- The Dean's decision is final.

## **Program Calendar**

All participants receive a program calendar. *All events on the calendar are mandatory.*

There may be events added to the calendar throughout the year. It will be at the discretion of the director whether these events are mandatory.

## **Scholarship requirements Attendance Policy**

To receive the full LU CHOICE/Mission Scholarship a participant must complete their student teaching/field placements at a Catholic School and attend all mandatory LU CHOICE events.

All LU CHOICE events are mandatory, and attendance is required to receive the full LU CHOICE/Mission Scholarship.

Failure to attend all mandatory events will result in the participant not receiving the full scholarship.

When an event is missed, the participant is not eligible to receive scholarship funds equal to three credit hours of tuition.

If there is an extreme circumstance that conflicts with a mandatory event, a participant may petition for an exception to attendance. The exception will be taken under advisement by the program director and advisory committee.

No more than one exception may be granted per academic year.

LU CHOICE formation events that include:

Four summer formation seminars

End of summer commissioning

Fall Day of Reflection

Fall Retreat

Spring Day of Reflection

Spring Retreat

## **Transportation**

Transportation to/from all LU CHOICE related activities is the responsibility of the participant. (to/from class, field site, LU CHOICE seminars, retreats, days of reflection).

All transportation expenses are the responsibility of the participating teacher. (Public transportation and/or expenses related to owning a car.) Some teachers can expect lengthy commutes to/from work.

*When students are enrolled in 8 or more credit hours, during a Fall or Spring semester, they are eligible for, receive and all billed for a UPass. This is a benefit only offered to full time students. This charge is not covered by the LU CHOICE scholarship.*

## **Evaluations**

After all schedule events members have the opportunity to provide feedback via a google survey. This survey can also be used to provide general program feedback.

## **Other Important Information**

### **Health Benefits**

While you are a LU CHOICE teacher, the Archdiocese of Chicago provides your health insurance. The portion that you pay will be deducted from your monthly check. Staying on your parent's insurance, if

preferred, is allowable. Please let the director know at acceptance if this will be the case. Benefits begin on October 1 of your first year in the program.

*All full time students at LUC are automatically enrolled in the student health insurance program. In order to not have this coverage you must waive out of the insurance coverage annually. LU CHOICE students are usually full time their first summer and again their final spring semester. However, this possibility changes every year. To ensure you are not billed for this waive out of this coverage annually.*

- *Waive out in May after you are accepted into the program for the upcoming year and then again in July, during your second year of the program, for the upcoming year. Also possibility in January of your second year in the program. The university generally sends out three emails, sends you a post card and calls you, if you did not waive out, before enrolling you.*

*Failure to waive out automatically enrolls you in the program and a charge is posted on your account. In this case you would be responsible for the charge as this is not covered by the program.*

### **Waive Out of Loyola's Student Health Insurance:**

If you have your own insurance already or are covered under your parent's plan, you may waive out of Loyola's Student Health Insurance by providing proof of other coverage.

1. Log into LOCUS and select "Financial Account," then "Student Health Insurance."
2. Select the "Waive out" button and submit your insurance information.
3. The insurance fee will be credited to your student account within 48 hours. Please check the "Account Summary by Term" screen under "Financial Account" in LOCUS to see this credit.
4. You may not be able to waive out for the next academic year just yet, so you may need to keep checking back.

## **Available Resources**

LU CHOICE provides you with the following resources. You are encouraged to utilize these resources as often as possible.

- The LU CHOICE Director
- Your school principal
- Your LU CHOICE supervisor
- Your professors
- Your school mentor, if one has been appointed
- The other LU CHOICE teachers
- The LU CHOICE Alumni
- Your community support people, if one or more have been assigned to your community

## **Annual income**

LU CHOICE teachers receive an annual salary according to the pay school of the Archdiocese as outlined in the Office of Catholic Schools handbook. Salary and benefits should be discussed during the school interview. Taxes and medical insurance are deducted from your monthly check. Payday and payment arrangements will be governed by the participating school.

## **Transcripts**

An official transcript must be on file in the LU CHOICE office by then end of the first summer session. Failure to have the official transcript can result in teachers being blocked from class registration, which could result in program termination.

## **Program Expenses**

Participants do pay a fee prior to graduation. In addition, you must submit an application for graduation. To ensure your degree is posted on time check into this in October prior to your graduation date. Participants are also responsible for paying for any classes needed to meet the state of Illinois Professional Educator License (PEL), with an Elementary endorsement, requirements that were not taken prior to joining LU CHOICE.

Transportation to/from all LU CHOICE related events is the responsibility of the participant. (to/from class, field site, LU CHOICE seminars, retreats, days of reflection).

In order for a teacher's scholarship award to be applied to their student account, their file in the LU CHOICE office must be up to date at all times. When a file is not up to date, the scholarship award will not be applied. This could result in the inability to register for classes, being assessed a late registration fee or not being able to get into a desired class.

The Scholarship covers tuition for classes that are a part of the degree program, and these fees: Student Development Fee, Technology Fee, Course Management Fee, Matriculation Fee, Room for the first summer, and Rambler bucks for the first summer to cover meals. All other expenses and fees are the responsibility of the student. *(This includes the UPass fee for semesters when students are registered for 8 or more hours.)*

*All full time students at LUC are automatically enrolled in the student health insurance program. In order to not have this coverage you must waive out of the insurance coverage in January of your second year in the program. Failure to waive out automatically enrolls you in the program and a charge is posted on your account. In this case you would be responsible for the charge as this is not covered by the program.*

## **Books**

### **\*Books**

We get books via the bookstore. In the event they are not available in the bookstore, we get them via amazon.

To get a book via Amazon, send me the Amazon link for the book, and your home address, and I will have it sent to you.

You can get books directly from the bookstore. Give them your name, students ID and let them know you get books under this account: Lee Hubbell Book Account.

You can also purchase books from the bookstore online.

Follow these steps:

1. Add items to their cart, either through LOCUS or directly from the website [www.LoyolaCHishop.com](http://www.LoyolaCHishop.com).
2. From the site, students can click search by course or student ID (student ID preferred). For each term, campus will be wherever your class is. If you class is at the Roger's Park Campus, then the

campus will be Roger's Park. If your class is at the Water Tower Campus the campus will be WTC.

3. Once all items have been added to cart, they can "Checkout."
4. At checkout, they will be prompted to continue as a guest or sign in/create account. Students MUST sign in/create account to use the "Lee Hubbell Book Account," then continue.
5. At "Payment Method," they should select Financial Aid, enter their student ID number, and click "Find Accounts." The Lee Hubbell Book Account should appear with that student's available balance.
6. Read and agree to the Financial Aid Terms & Conditions, then click "Pay with This."
7. Place order.

NOTE: This account restricts non-textbook items. Also, students are responsible for purchasing items required for classes in the current semester for which they registered. If a student's available funds is not enough to cover the cost of their materials, they should contact the bookstore.

1121mgr [1121mgr@follett.com](mailto:1121mgr@follett.com)

## **Term of Service**

LU CHOICE teachers make a two year commitment while in LU CHOICE. The two-year commitment begins on the first day the LU CHOICE member reports to the program and ends on July 31st of the second year in the program.

During the term of service LU CHOICE, members are expected to participate fully in all aspects of LU CHOICE life. This includes but is not limited to the orientation/retreat for new teachers in June.

LU CHOICE members are expected to reside in their residence throughout their time in LU CHOICE.

## **Non-Discrimination**

Loyola University Chicago, LU CHOICE and the Archdiocese of Chicago do not discriminate in program admission based on religion, race, color, sex, age, sexual orientation, national origin, or disability.

## **Office Information**

The LU CHOICE office is located at Loyola University Chicago, Water Tower Campus, Lewis Towers, 820 N Michigan, 6th Floor. The office mailing address is LU CHOICE, Loyola University Chicago, School of Education, 820 N Michigan Ave., 11th floor, Chicago, IL 60611. The office phone is 312-915-7049 and the fax number is 312-915-6660. The cell phone of the director will be provided to program participants and should only be used to contact the director in the event of an emergency.

For non-emergency issues contact the director via email, [lhubbell@luc.edu](mailto:lhubbell@luc.edu), or the office phone.

## **Program Participation**

LU CHOICE members are expected to actively participate in all aspects of LU CHOICE, including fellowship, training, in-service, and responsibilities related to teaching and all community activities.

## **Your LU CHOICE Experience**

The above guidelines and policies, especially those regarding professionalism, community and spirituality, are designed to give you a framework upon which you can build your LU CHOICE experience. Following, or not following these guidelines, is not a guarantee that you will have the experience that you are expecting. It is your responsibility to utilize these guidelines to help create your experience. Your experience of professional teaching, community and spirituality, with the support of the program, is up to you.

**Affinity Group:** Teaching & Learning  
**Program:** M.Ed. in Elementary Education

**Current & Proposed Program Comparison:**

<b>Current Program of Study</b>	<b>Proposed Program of Study</b>
TLSC 401: Bringing Language, Learning and Developmental Theory into Practice (2)	Remains the same
TLSC 403: Teaching, Learning and Leading for Social Justice (1)	Change name to TLSC 403: Teaching for Social Justice & Equity; Increase credit hours to 3 to account for integration with TLSC 405
TLSC 404: Constructive Learning Environments for Diverse Students (3)	Remains the same
TLSC 405: Analyzing Culturally Responsive Classroom Instruction (2)	Remove - Content merged with TLSC 403
TLSC 406: Educational Policy for Diverse Students (2)	Increase credit hours to 3 to account for enhanced content on bilingual & special education policy
TLSC 407: Individualized Assessment and Instruction for Diverse Students (3)	Remains the same
TLSC 420: Teaching Mathematics in Elementary Grade Classrooms (2)	Remains the same
TLSC 421: Teaching Science in Elementary Grade Classrooms (2)	Remains the same
TLSC 422: Teaching Social Studies in Elementary Grade Classrooms (2)	Remains the same
TLSC 423: Foundations of Literacy Instruction (2)	Remove - Content merged with TLSC 440
TLSC 440: Language and Literacy for Diverse Students (2)	Increase credit hours to 3 to account for integration with TLSC 423
TLSC 441: Using Classroom Data in a Collaborative Environment to Advance Student Achievement (1)	Remove - Content merged with TLSC 442
TLSC 442: Discipline-Specific Literacy for Diverse Students (2)	Increase credit hours to 3 to account for integration with TLSC 441
TLSC 450: Teaching and Learning in an Area of Specialization (2)	Increase credit hours to 3 to account for enhanced content on ESL & UDL instruction
TLSC 451: Teaching and Learning with a Global Framework (3)	Remove
TLSC 460: Developing Rigorous and Relevant Instruction and Assessment (2)	Remains the same
TLSC 461: Developing and Implementing Rigorous and Relevant Instruction and Assessment (3)	Remains the same
TLSC 470: Teaching, Learning and Leading with Schools and Communities Internship: Student Teaching (4)	Change name to TLSC 470: Student Teaching for Change
40 credit hours	38 credit hours

### ***Revised Course Trajectory***

Candidates will progress through this program in a cohort model, using the following trajectory. Please note that we use the dates for the first cohort to enhance clarity; cohorts would re-start each year, depending on reaching minimum enrollment.

#### **Summer 2021:**

- **TLSC 403: Teaching for Social Justice and Equity** (3 credit hours)
  - This course will run in Summer A, specifically the final two weeks of the session in late June. This is to ensure that all participants have finished their undergraduate studies and school years to be able to commit to an intensive 2-week experience that meets in person, depending on the location of their cohort. For example, traditional cohorts may meet on campus, whereas district cohorts may meet at a location closer to their community. In addition to the 37.5 hours of course content, the two week experience will aim to build community and rapport to set the stage for the remainder of the program of study.
- **TLSC 401: Learning & Language Development Theory** (2 credit hours)
  - This course will run in Summer B for a total of 25 contact hours (12.5 in-person, 12.5 online). Following the agreed upon model, cohorts will either meet once weekly (2-2.5 hours) or two Saturdays (6.5 hours) during the 6-week timespan.
- **TLSC 406: Educational Policy for Diverse Students** (3 credit hours)
  - This course will run in Summer B for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (3-3.5 hours) or three Saturdays (6.5 hours) during the 6-week timespan.

#### **Fall 2021:**

- **TLSC 440: Language & Literacy** (3 credit hours)
  - This course will run the first half of the fall semester for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or three Saturdays (6-7 hours).
- **TLSC 442: Disciplinary Literacy** (3 credit hours)
  - This course will run the second half of the fall semester for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or three Saturdays (6-7 hours).

#### **Spring 2022:**

- **TLSC 420: Teaching Math** (2 credit hours)
  - This course will run the first 5 weeks of the spring semester for a total of 25 contact hours (12.5 in person, 12.5 online). Following the agreed upon

model, cohorts will either meet once weekly (2.5-3 hours) or two Saturdays (6-7 hours).

- **TLSC 421: Teaching Science** (2 credit hours)
  - This course will run the middle 5 weeks of the spring semester for a total of 25 contact hours (12.5 in person, 12.5 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or two Saturdays (6-7 hours).
- **TLSC 422: Teaching Social Studies** (2 credit hours)
  - This course will run the final 5 weeks of the spring semester for a total of 25 contact hours (12.5 in person, 12.5 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or two Saturdays (6-7 hours).

#### **Summer 2022:**

- **TLSC 450: Instructional Design** (3 credit hours)
  - This course will run in Summer A for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (3-3.5 hours) or three Saturdays (6.5 hours) during the 6-week timespan.
- **TLSC 410: Bilingual Methods** (3 credit hours; *optional for bilingual endorsement*)
  - This course will run in Summer A for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (3-3.5 hours) or three Saturdays (6.5 hours) during the 6-week timespan.
- **TLSC 430: Typical & Atypical Development** (2 credit hours; *optional for LBS1 endorsement*)
  - This course will run the first 3 weeks of Summer B for a total of 25 contact hours (12.5 in-person, 12.5 online). Following the agreed upon model, cohorts will either meet twice weekly (2-2.5 hours) or two Saturdays (6.5 hours) during the 3-week timespan.
- **TLSC 431: Significant Disabilities & Life Planning** (2 credit hours; *optional for LBS1*)
  - This course will run the second 3 weeks of Summer B for a total of 25 contact hours (12.5 in-person, 12.5 online). Following the agreed upon model, cohorts will either meet twice weekly (2-2.5 hours) or two Saturdays (6.5 hours) during the 3-week timespan.
- **CIEP 432: Secondary & Tertiary Supports** (3 credit hours; *optional for LBS1 endorsement*)
  - This course will run in Summer B for a total of 37.5 contact hours (all online).

#### **Fall 2022:**

- **TLSC 404: Diverse Learners** (3 credit hours)

- This course will run the first half of the fall semester for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or three Saturdays (6-7 hours).

- **TLSC 407: Emergent Bilinguals** (3 credit hours)

- This course will run the second half of the fall semester for a total of 37.5 contact hours (18.75 in-person, 18.75 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or three Saturdays (6-7 hours).

### Spring 2023:

- **TLSC 460: Seminar** (2 credit hours)

- This course will run the first 5 weeks of the spring semester for a total of 25 contact hours (12.5 in person, 12.5 online). Following the agreed upon model, cohorts will either meet once weekly (2.5-3 hours) or two Saturdays (6-7 hours).

- **TLSC 461: Student Teaching 1** (3 credit hours)

- This course will run the remainder of the spring semester, typically beginning after spring break. This involves candidates student teaching full-time in schools.

### Summer 2023:

- **TLSC 470: Student Teaching 2** (4 credit hours)

- This course will continue the student teaching experience from the spring, resulting in candidates' full student teaching experience from March to June.