

**2024 – 2025 Bay Path University (BPU) Program Requirements for Graduate Reading and Literacy  
Instruction Students**

Initial Licensure & Non-Licensure Programs in Reading and Literacy Instruction 3/13/24

**This form confirms your understanding of the program requirements and policies in Reading and Literacy Instruction.**

*Please read carefully, sign below, and return this form to the graduate admissions department with your completed application in order to enroll in classes.*

**Coursework Requirements:**

- The graduate program in Reading and Literacy Instruction offers an M.S. Ed. Degree (39 credits) and an Ed.S. degree (39 credits).
- Once a student begins the graduate program courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.
- A student enrolled in the non-licensure program in Reading and Literacy Instruction does NOT have to pass the Massachusetts Tests for Education Licensure (MTEs). A student in this program does NOT earn a reading specialist license issued by Massachusetts Department of Elementary and Secondary Education.
- A non-licensure student can take any EDU/SPE/RDG/ESL/SEA 500 level class as long as the course does not have the words practicum, pre-practicum or seminar in the title.
- Graduate students are not permitted to audit graduate courses.
- All courses need to be completed as required by the time the student completes the practicum.
- If a student is enrolled in a combined M.S.Ed/Ed.S. Degree Program, the student must be accepted in both degree programs and enrolled in courses every semester. Please see admissions for additional information. It is the student's responsibility to work with an advisor each semester prior to registering for courses.
- **Reading Practicum/Reading Specialist Licensure:** Within the established time frame, teachers who want to pursue Massachusetts Reading Specialist licensure must successfully complete the following:
  1. Finish as required all Reading and Literacy Instruction degree courses.
  2. Pass the Reading Specialist and Communication and Literacy MTEs.
  3. Hold, at minimum, an initial teaching license and have taught under that license for one year.
  4. Complete a field experience in a Massachusetts public school, approved private special education school, Massachusetts Department of Early Education and Care approved preschool, educational collaborative, or a school that requires Massachusetts educator licensure.
- **Attendance Policy from Academic Catalog:** Students are expected to attend all scheduled classes as outlined in the course syllabi. Absences and lack of participation significantly affect a student's learning and, therefore, their final grade. Specific absence policies are determined by each course instructor, announced at the beginning of each course and presented in the course syllabus. The syllabus includes course learning outcomes, assignments, grading information, and policies for attendance, make-up work, late work and related issues. Faculty will take attendance and will notify the Registrar's Office in writing of the last date of attendance of any student who stops attending classes.
- **Zoom Attendance Policy:** I understand that there is an attendance policy and that for every hour of ZOOM class that I miss, two points will be subtracted from my final course grade.

**Orton Gillingham Training:** *(Please Read Carefully)*

- If a student is Orton Gillingham Associate Level Certified through the *Orton Gillingham Academy (OGA)* the BPU student may request a review to transfer the course into the program. The Program Director will review required documents and make a final decision. In order to submit the course for review, the student must comply with the following:
  1. Have at least a B or better in the course from an accredited institution.
  2. Course work and practicum must constitute at least 6 graduate credits
  3. Submit instructor's documentation verifying Orton Gillingham Fellow status
  4. Submit course syllabus

## ***Orton Gillingham Associate Level Requirements and BPU Requirements (Please Read Carefully)***

**Orton Gillingham Associate Level A Certification:** To be Orton-Gillingham Associate Level Certified through OGA a BPU student will need to successfully complete the following:

- RDG 527 Orton Gillingham Pre-Practicum is a prerequisite for RDG 528
- Orton-Gillingham coursework and practicum constitutes two courses: RDG 528 and RDG 529
- RDG 528 is the prerequisite course for RDG 529
- Officially pass RDG 528 and RDG 529 with a grade of B or better
- BPU student in training are required to work with two students 1 to 1 for a total of 100 hours from September 2024 – April 2025.
- The BPU students in training are required to work with **two students** who must be approved by the Fellow instructor based on the ***OGA Student Selection Guidelines during RDG 527***
- **Tutoring sessions** can take place before, after, during school, or on weekends.
- Parents/Guardians are required to sign a *BPU Media Consent Form*.

### ***OGA Application Process***

- BPU Students follow the **OGA** Application Guidelines provided by the Fellow instructor.
- BPU students assemble an OGA Associate Level Portfolio Application: To be eligible for the OGA Associate Level A Certification, the candidate will create a portfolio which includes the: a Student Profile, Three New Lesson plans (one of which is annotated), two recommendations in support of your candidacy, completion of 100 hours of teaching 1:1, and completion 10 observations.
- **Submit the OGA \*Associate Portfolio Application** with the application fee.
- The submission of a completed OGA Associate Level Certification application to OGA must be done no later than **seven months after the RDG 529 end date**.
- **OGA Application submission deadlines are July 10<sup>th</sup> and November 10<sup>th</sup>.**
- **OGA Application Deferral:** If your application is deferred, you have the option of working with your Fellow instructor. Please see the **\*\*Fellow Application Assistance Fee**

### **BPU Conditions Regarding Orton Gillingham**

- Acceptance of the candidate's application by OGA is not guaranteed by successful completion of RDG 527 RDG 528 and RDG 529
- **BPU does not guarantee that the BPU student** will meet all the criteria for the Orton-Gillingham Associate Level A certificate.

### **Orton Gillingham Academy Certification**

- Orton Gillingham Academy Certification is by the decision of and at the discretion of the OGA. All certification transactions will be completed directly with the Academy.

### ***\*Associate Level Orton-Gillingham Application Fee (2024-2025)***

The Associate Level Orton-Gillingham Application fee is \$175.00 (or current application fee) which includes your first year's dues. Subsequent Yearly Dues: \$90.00 (optional)

**\*\*Fellow Application Assistance Fee:** *The Fellow Application Assistance Fee is arranged between the OG Trainee (BPU Student) and their Fellow Instructor. After successful completion of RDG 529 with a B or better, the OG Trainee may arrange to work directly with their Fellow Instructor independent of BPU to assist them with the OGA Application Process.*

### **Orton Gillingham Associate Level Training**

- If a BPU student is Associate Level Certified by the Orton Gillingham Academy (OGA), the student may request a review to transfer the course into the program. The admissions committee will review required documents and make a final decision. In order to submit the course for review, the student must comply with the following:
  1. Have at least a B or better in the courses from an accredited institution.
  2. Course work and practicum must be equivalent to at least 8 graduate credits
  3. If a BPU student is Associate Level Certified without graduate credit, the student's certification will be reviewed by the Program Director to determine if 8 credits will be waived.

## ORTON GILLINGHAM CLASSROOM EDUCATOR TRAINING

If BPU is not able to offer the Orton Gillingham Associate Level, BPU will substitute the training for the *Orton Gillingham Classroom Educator Training*.

### Wilson Level I Training

- If a student is Wilson Level Certified from Wilson Language Training Corporation) the student may request a review to transfer the course into the program. The admissions committee will review required documents and make a final decision. In order to submit the course for review, the student must comply with the following:
  1. Have at least a B or better in the courses from an accredited institution.
  2. Course work and practicum must be equivalent to at least 8 graduate credits
  3. If a student is Wilson Level I Certified without graduate credit, the student' certification will be reviewed by the Program Director to determine if 8 credits will be accepted.

### MTEL Information:

- The student must **pass the Massachusetts Tests for Educator Licensure (MTEL) prior to entering the Reading practicum RDG 590.**
- There are two required MTELS:
  - **Communication & Literacy**
  - **Reading Specialist Test**
- It is the student's responsibility to register for all the tests and to be aware of registration deadlines, appropriate and required tests needed, and rules of test participation. Classes may be held on computer-based testing MTEL dates. *Students are not exempt from BPU classes on computer-based testing MTEL dates.* Please plan your test dates accordingly.
- On occasion BPU may offer MTEL Workshops in various formats. This session is a review of reading specialist subject Matter knowledge guidelines (SMKs). Participation in the workshop is highly recommended. If a student chooses to participate, enrollment in the session does not guarantee that a student will pass the MTEL.

**Reading Practicum Requirements:** *Please note that BPU practicum goes above and beyond requirements set by DESE.*

- A student will be eligible for a pre-practicum/practicum placement when s/he has passed all required components of the MTEL, holds a 3.0 cumulative grade point average, has a grade of B or better in every course, and has completed the required coursework. There is an option to delay the practicum (pending no DESE and/or BPU regulation changes) or to complete the non-licensure program if these requirements are not met.
- Students must complete a CORI (Criminal Offense Records Investigation) and any other requirements as mandated by a school district. Students are responsible for any required expenses associated with their placements including fingerprinting.
- Students who are completing fieldwork or practicum experiences in districts which require medical documentation services will be responsible for the cost of the service.
- If a student is withdrawn from the university before the practicum experience is completed, the student will need to be withdrawn from the entire practicum experience and repeat the entire practicum experience if admitted back into the university.
- A student who fails the practicum experience will not be allowed to return to BPU to complete another practicum experience. Candidates for reading specialist licensure must attend a Pre-Practicum Session (0 credits) which takes place prior to the start for the reading practicum. Practicum experiences take place at the site where the candidate is employed. When needed, Bay Path University will establish an appropriate Reading Specialist practicum site on the candidate's behalf. All practicum sites are approved by the program coordinator. The practicum site must be secured and approved prior to the start of the practicum. The site must be conducive to the various roles required of the Reading Specialist candidates (i.e., teaching individual students and groupings of students, assessing students and planning instruction, consulting with appropriate school staff on reading needs instruction and materials, and providing professional development). In order to qualify for a practicum, the practicum teacher must complete all required licensure courses and pass all components of the MTEL (Communication & Literacy and Reading Specialist Licensure tests). There are four

practicum sessions that run concurrently with the practicum experience. Practicum candidates throughout the practicum experience should demonstrate growth and contribute to the school and community. The integration in the program of Reading Specialist Subject Matter Guidelines (SMKs) for universal design, inclusive practices, sheltered English immersion, and diversity, ensures that candidates develop these competencies.

***Licensure:***

- There is no guarantee that you will be recommended for licensure or will pass requirement exams.
- It is the student's responsibility to remain informed and compliant with all Massachusetts requirements for licensure; including MTEL test requirements.

***Financial Aid:***

- It is the student's responsibility to monitor his/her financial aid. Grades, changes to programs, etc. could have financial aid implications that students are required to monitor.
- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.

***General Program Information:***

- **Each student must check his/her BPU Google email account on a daily basis.** All information about the program (as well as MTEL information) is posted in the School of Education Group in Canvas. Students are responsible for checking the School of Education Canvas Group weekly. Students must check the **Graduate Academic Catalog** for additional university/program policies. The catalog is found on the BPU Portal under Academics
- Students need to follow all university policies stated in the online graduate catalog.
- Students are responsible for making sure the correct audit is posted and for completing the required courses listed on the audit. The audit is found on the BPU Portal under Students.
- To participate in commencement a student must complete all coursework and requirements by the end of the semester in which they will be graduating.
- Requirements in the reading graduate program are subject to modification due to changes as stipulated by Bay Path University and/or recommendations from the Massachusetts Department of Elementary and Secondary Education.

***Shared Google Docs:***

- Online communication in academic life presents opportunities for academic dishonesty. The same instances of academic dishonesty that can occur with paper and pencil can also occur via the internet and online communications. One in particular is use of Private Shared Google Folders/Docs. **Therefore the following is not allowed:**
  - Downloading assignments, papers or portions of papers and assignments from a colleague's Google drive sources and presenting the assignments/papers as the student's own work.
  - Sharing your work so others can copy all or part of it.

***Academic Dishonesty as it relates to Shared Google Docs:***

- **Students may not engage in the following:**
  - A student submitting work that is not original.
  - A student allowing someone else to submit the student's work, or a modification of that work.
  - A student submitting someone else's work, or a modification of that work, with or without that person's knowledge, regardless of the circumstances under which it was obtained, copied, or modified.
  - Students solving as a group a problem in which group work is prohibited, and submitting multiple copies, each as individual work.
  - A student using someone else's work, including segments without proper attribution.
  - A student using another student's work without the latter's consent or collaboration.
  - A student contracting coursework out to others.
  - A student planning or executing with another student a cooperative subterfuge during an exam.

- A student obtaining any privileged course-related information from the instructor's accounts.
- A student making use of unauthorized material during an exam.

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Student's Name (*Print*): \_\_\_\_\_

**Please sign and return to the Graduate Admissions Department.**