Educator Preparation Institute

Student Handbook

Welcome to the Educator Preparation Institute

Mailing Address:

Educator Preparation Institute (4-1)
Valencia College
1800 S. Kirkman Rd.
Orlando, FL 32811

Physical Address:

[West Campus](#)
1800 S. Kirkman Rd.
Orlando, FL 32811
Building 1, Room 255

Staff Information:

Ellen Costello: Manager, Teacher Preparation. Manages enrollment sessions, field experience paperwork, Title II, teacher re-certification, advising, dissemination of program and state certification information, as well as assistance with registration issues.

> **Contact Information**:
> E-mail: ecostello1@valenciacollege.edu
> Phone: 407-582-5473

Ashley Dorsey: Records Specialist. Works closely with EPI students on enrollment sessions, registration issues, and program completion documents.

> **Contact Information**:
> E-mail: adorsey6@valenciacollege.edu
> Phone: 407.582.1273

Program Information:

"Educator Preparation Institutes or EPIs are offered by Florida postsecondary institutions or qualified private providers to provide instruction for non-education baccalaureate or higher degree holders under section 1004.85, F.S., resulting in qualification for an initial Florida Professional Educator's Certificate. EPIs are designed for baccalaureate degree holders to become certified teachers."
https://www.fldoe.org/teaching/preparation/epi.stml The EPI program satisfies the Professional Education Competence and Professional Preparation Coursework requirements on an individual's official Florida Department of Education Statement of Status of Eligibility.

[Catalog Information](#):

The Educator Preparation Institute (EPI) provides a competency-based program that offers an individual with a Bachelor's degree in a discipline other than education the preparation to become a classroom teacher in Florida. Participants who demonstrate mastery of the Florida Educator Accomplished Practices (FEAPs) and present passing scores on all sections of the Florida Teacher Certification Exams (FTCE) will be awarded a Certificate of Completion. The program requirements designated by an EPI prefix provide institutional credit, are not transferable to an upper-division institution, and do not count toward any degree. Some program course requirements designated by prefixes EDF, EDG, EEX or RED provide college credit, are part of a non-degree alternative certification program, and may be transferable to an upper-division institution. Program acceptance is required for participation in the EPI.

Program Outcomes for EPI students:

1. Create an equitable, student-centered learning environment.

2. Apply knowledge of core content and pedagogy to set goals and objectives for K-12 student learning.

3. Use the continuous improvement model in the instructional cycle.

4. Develop advocacy skills that promote student and teacher growth and well-being.

5. Demonstrate clear and proficient communication skills for varied audiences.

6. Fulfill the legal obligations to students, the public, and the education profession.

Course Progression:

The EPI program's eight courses may be completed in **three semesters** if starting in fall, spring, or summer as follows:

1.) Fall (3 courses), Spring (up to 4 classes with passing General Knowledge Test scores), Fall (1 class)

2.) Spring (3 courses), Summer (up to 4 classes with passing General Knowledge Test scores), Fall (1 class)

3.) Summer (3 courses), Fall (up to 4 classes with passing General Knowledge Test scores), Spring (1 class)

The EPI program's eight courses may be completed in **two semesters** if starting in summer with passing General Knowledge Test scores and if intensive versions of the first 7 courses are available.

The EPI program admits students without passing General Knowledge Test scores, but students may not progress beyond the first three classes without passing scores.

Required Program Courses:

Courses	Credits	Semester/Part of Term	FL DOE Reading Competency	Financial Aid (FA) Eligible
EDG 2413, Student-centered Classroom Learning Environments	3	1st, H1	No	Yes
EDF 2051, Teaching and Learning Theory	3	1st, H2	No	Yes
RED 3042, Introduction of Reading and Content for K-12	3	1st, FT	Yes, Comp 1 & 2	Yes

Courses	Credits	Semester/Part of Term	FL DOE Reading Competency	Financial Aid (FA) Eligible
EDF 2291, Instructional Strategies	3	2nd, H1	No	Yes
RED 3551, Foundations of Assessment	3	2nd, H1	Yes, Comp 3	Yes
EDF 3609, Social and Historical Foundations of Education	3*	2nd, H2 OR* 3rd, H1	No	Yes
EEX 3084, Differentiated Instruction of Exceptional and Diverse Students	3	2nd, H2	Yes, Comp 4	Yes

Courses	Credits	Semester/Part of Term	FL DOE Reading Competency	Financial Aid (FA) Eligible
EDF 3940, Clinical Field Experience in Curriculum and Instruction	3	3rd, FT	No	Yes

*For students using Federal Financial Aid, a minimum of 6 credits is required per semester. EDF 3609 may be taken with EDF 3940 to fulfill this requirement.

Important information regarding EDF 3940, the Clinical Field Experience course:

All EPI students will take the clinical field experience course, both teachers of record and pre-service teacher candidates. Prior to enrolling in the course, EPI students submit a Clinical Field Experience Intent form (located on the last page of this handbook) to the EPI office by the deadline for the term you will be completing your clinical field experience course. The clinical field experience is offered in fall and spring semesters as a full term course. For more information, please see the Clinical Field Experience Handbook.

Educator Preparation Registration Process for Classes:
Atlas:
Atlas is Valencia's information portal for students. It is the tool used for college email, student account information, course registration or withdrawal, and records at Valencia. Once you have submitted your Valencia College application and paid the application fee, you should be able to set up your Atlas account

after acceptance to the college, usually within 5 business days. After doing so, you need to go through the Atlas Tutorials and Guides. The link to the Tutorials and Guides is on the Atlas login page under "help" on the left navigation column. It is your responsibility to understand how to use Atlas to register for classes, pay for classes, check your schedule, and look up your course history. **Please check your Atlas email account regularly**. It is the communication system for the college and the EPI program which protects your information in compliance with FERPA rules.

EPI Credit Class Schedule Search:

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

1. Go to the Valencia College website
2. Enter "Class Schedule" in the search box and click on the link that populates
3. Select the term
4. Under "Subject", scroll to EDF, EDG, EEX or RED prefixes as noted in the tables above
5. Click on the "Search" button on the bottom
6. Search for the designated classes for your planning purposes
7. Record the CRN (Course Registration Number) for each course you intend to take; note the relevant dates, instructors, or modalities.
8. Contact the EPI office via email or phone for course overrides (permission to register) each semester

How to Register for EPI classes:

1. Remember, you need to contact the EPI Office to obtain overrides (permission) for the classes you wish to take. Since our classes are only for EPI and select teacher professional development or recertification students, we need to provide departmental approval in our data management system for registration.
2. Log in to your Atlas account.
3. At the top of the screen, click on the "Courses" tab.
4. In the section labeled "Registration," click on the "Register for Classes".
5. Select the term in which you are looking for classes and submit.
6. Follow the prompts under "Registration" to add or drop classes using the CRNs.
7. A new screen will appear showing the classes you have registered for. If a class is full, or if registration is prohibited, a red X will appear, and next to the class you are not registered for will be the course registration error message. If the error message is a Department Error, please contact the EPI office at 407-582-1273 or 407-582-5473. Additionally, there may be holds for various reasons including missing test scores or financial obligations.

Payment:

Note: You are responsible for paying for your classes before the payment deadline each semester. If classes are not paid for by the deadline, the data system will purge all unpaid classes. After the purge, it then becomes your responsibility to re-register for classes and make the payment that same day. You may not be able to re-register for the classes if they are full. This may delay the completion of the program. You will also incur a $50 late fee to re-register after each semester's payment deadline.

Financial Aid Note: If qualified for and using financial aid (FA), no holds on classes or protections are available until FA is awarded; the normal college payment deadlines and policies apply. Please

check your account in Atlas under the "Students" tab and "My Account". Financial Aid information is just below that box. Additionally, please reference this link for FA disbursement information.

For ==**payment deadlines**== please visit the "Important Dates and Deadlines" calendar at https://valenciacollege.edu/academics/calendar/

You may pay for classes via your Atlas account through the "Students" tab and "My Account".

Your Class Schedule:

To access your class schedule in Atlas, go to the "Courses" tab. See the box labeled "Student Detail Schedule".

Troubleshooting:

1. If you have trouble logging into Atlas, call the Atlas Help Desk at 407-582-5444.
2. If the registration error you receive is a "Department" error, call 407-582-5473 or 407-582-1273.
3. If you are prohibited from registering due to a hold on your account you may call the Answer Center or the EPI office to have the hold removed.

Answer Center contact info: https://valenciacollege.edu/students/answer-center/

Phone number and email: 407-582-1507 and enrollment@valenciacollege.edu

Dropping/Withdrawing from Classes:

It is your responsibility to withdraw yourself from classes you do not wish to take. This can be done through the "Register for Classes" link in the "Courses" tab in Atlas. If you do not withdraw before the drop with refund deadline, then you will not be reimbursed for your tuition. Please visit the "Important Dates and Deadlines" calendar at https://valenciacollege.edu/academics/calendar/

Class Cancellations:

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

For returning students:

What is the next step?

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

2. All Clinical Field Experience paperwork and intent forms must be completed and submitted by the due dates.

- If you plan to enroll in the Field Experience course for the <u>fall semester</u>, paperwork is due by *March 1st.*

- If you plan to enroll in the Field Experience course in the <u>spring semester</u>, paperwork is due by *October 1st.*

- Field Experience Intent forms must be submitted to the EPI office via email.

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

How do I complete the program?

In order to alert the EPI office that you have finished all requirements and are filing for your professional certificate with the FL DOE, you must complete and submit the following documentation, found electronically at https://valenciacollege.edu/academics/programs/educator-preparation-institute/epi-completion.php). Completion documentation can be submitted to the EPI office via Atlas email.

EPI COMPLETION CHECKLIST
Educator Preparation Institute

To finish the EPI program, students must complete and submit required documents found under the "Resources" dropdown at www.valenciacollege.edu/epi and "Completion Checklist" link to the EPI office:

YOU DO
☐ Complete the CG-10 application for the upgrade of your Statement of Eligibility or Temporary Certificate to a Professional Certificate. Do at least 60 days prior to your statement/certificate's expiration at http://www.fldoe.org/teaching/certification/general-cert-requirements/moving-from-the-temporary-to-the-profe.stml
☐ Update the EPI office if there have been any changes made to your Statement of Eligibility and/or Temporary Certificate. If your Statement of Eligibility has expired, you need to request an updated eligibility statement at http://www.fldoe.org/edcert/steps.asp
☐ Verify you have passing grades in all EPI classes (C or better); verify all artifacts have a B or better
☐ Take and pass all required FTCEs (General Knowledge Test, Subject Area Examination, and the Professional Education Test). Provide our office with score reports. To register for FTCE, please visit http://www.fl.nesinc.com/
☐ Complete the Employment Verification for EPI Completers and sign the EPI Completer Waiver
☐ Complete the EPI Post Evaluation Survey. Print or screenshot the last confirmation page of the survey, "your response has been recorded" and submit to the EPI office.
☐ Complete and submit the EPI FEAPs Post Assessment Form.
☐ Check your Atlas email & TaskStream accounts for communication re: additional needed action.

WE DO
☐ Review student's file and verify that all requirements for the completion process have been met.
☐ Review student's transcripts for program requirements.
☐ Review EPI Portfolio for FEAPS documentation in subject area & no outstanding artifacts for revision.
☐ Sign and send sign the CT-133 to the state after the completion checklist is complete. Send you a copy of the CT-133, an EPI completion letter, and EPI certificate for your records

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

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

EPI Student Responsibilities:

1. A criminal record may preclude you from being accepted for a clinical field experience and from being issued a teaching certificate. Please contact the EPI office to determine your status.

2. It is your responsibility to register for courses using Atlas.

3. You must register and pay for a course before you can attend the course. You cannot enter a course once it has begun.

4. You must abide by the student code of conduct (https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) as outlined in Valencia's catalog, and you must behave appropriately and professionally. If you are disruptive or unprofessional, you may be dropped from the program without a refund.

5. It is your responsibility to pay for your courses and books by the assigned deadline as noted on the college calendar. If dropped for non-payment, you may not be able to re-register for the course. http://www.valenciacollege.edu/calendar/

6. All EPI courses are usually either mixed-mode or fully online, and you will use Canvas, Valencia's on-line instructional platform, and you may use Zoom or Skype which requires a computer, webcam, and internet access.

7. It is your responsibility to work through the Canvas and Atlas tutorials found in Atlas under "Courses" or "Help" to understand course and portal navigation.

8. If you have technical difficulties with Canvas or Atlas, contact Valencia's technical support found in Atlas under "Help" or on the login page of Atlas.

9. Proficiency in using a word processing program and basic computer skills are expected. MS Office 365 is available free to all students. https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php

10. All artifacts, assignments, and discussions are to adhere to the Conventions of Standard Written English. As educators, we are held to the highest standards of communication.

11. Maintain a current subscription to **Taskstream**, the electronic portfolio required in each course.

12. You must attend every class, or you may receive an "F" for the course. The instructor can decide whether the absence is valid and assign appropriate make-up work, but it is the instructor's decision. Excessive non-participation in online courses can result in withdrawal from the course. It is the instructor's decision to withdraw students for non-participation in an online course. Failing to login on the first week of classes will result in being dropped by the instructor.

13. It is your responsibility to inform the instructor of failure to attend or to submit work. Please communicate with instructors. They make decisions regarding course management and grades.

14. You may have work exceeding 10-12 hours for each EPI course.

15. It is your responsibility to complete the necessary paperwork, fingerprinting, and background check to be eligible for the Clinical Field Experience course.

16. If you are a pre-service teacher candidate, it is your responsibility to arrange and complete volunteer/observation hours for courses other than the clinical field experience. If you do not complete the volunteer/observation hours, a grade of "F" will result for the courses.

17. You must receive passing grades on all courses (C or better), all artifacts (B or better) and complete all clinical field experience artifacts in order to complete the EPI program.

18. It is your responsibility to keep track of the courses you have taken and the courses you will need in order to complete the EPI program. You can check on your completed courses through Atlas.

19. It is your responsibility to act appropriately and professionally in class, online or mixed mode, as well as in the clinical field experience placements in our partner school districts or settings. Lack of professionalism and improper conduct will result in removal from the EPI program.

20. EPI students may take the first three courses without having the General Knowledge Test taken, but it must be passed before you can continue to courses beyond the first three.

21. You will not be issued a Professional Certificate by the Florida Department of Education or be considered an EPI completer until you successfully pass all required sections of the FTCE Exam: the General Knowledge, the Subject Area Exam, and the Professional Education Test. The following is the link to the FTCE testing website: http://www.fl.nesinc.com/

Technology Requirements:

Computer, webcam, internet, and personal Skype are required. An external storage device (flash or hard drive) is useful for storing class materials and artifacts in addition to submissions via TaskStream. If you need assistance, check the resources available here: https://valenciacollege.edu/students/online/keep-learning/ .

Mixed-Mode Courses: A course which blends online and face-to-face instructional delivery. In this course, the students experience instruction in a classroom setting (or perhaps via Zoom) and online via Canvas. In Canvas, students are expected to complete learning modules, participate in online discussions, take online assessments, and submit artifacts on a weekly basis. The combination of the

two instructional delivery models is intended to enhance the learning process for all students. You should expect to spend at least 10 to 12 hours per week on readings and online activities.

Online Courses: A course which has no face-to-face instructional delivery. In this course, the students experience instruction online via Canvas (or perhaps via Zoom and Skype). Students are expected to participate in online activities that apply and enhance the concepts gleaned from the texts and other resources. In Canvas, students are expected to complete learning modules, participate in online discussions, take online assessments and submit artifacts on a weekly basis. You should expect to spend at least 10 to 12 hours per week on readings and online activities.

Volunteer/Observation Requirements for EPI Students:

If you are a pre-service teacher candidate, you must participate in 10 hours of volunteer/observation work in a public, private, or charter school for each term that you are registered in an EPI course except for EDF 3940, Clinical Field Experience, which requires a minimum of 30 hours of classroom observation and demonstration. Students must complete 10 hours of volunteer/observation hours in a K-12 setting for each 8 week term, not per class, in spring and fall semesters. The following links are to the volunteer homepages for Lake, Orange and Osceola counties:

Lake County:
https://www.lake.k12.fl.us/departments/chief-of-staff/human-resources/volunteers

Orange County:
https://www.ocps.net/departments/community_resources_/a_d_ditions_school_volunteers

Osceola County: http://osceolaschools.net/departments/o_a_s_i_s_school_volunteer_program

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

Internet Service:

A fast, reliable internet connection and an Atlas e-mail account are basic program requirements. All students need to obtain their internet access through an ISP that offers a reliable, direct connection to the internet. We recommend Firefox or Chrome for interface with Canvas and Atlas.

PROGRESSION IN THE EPI PROGRAM

General EPI Progression Requirements:

The Valencia College EPI faculty are dedicated to your successful progression in the EPI program. Each faculty member works hard to retain you in the course and the EPI program. Please notify your instructor if you are finding it difficult to accomplish the course objectives. For example, if you experience a significant life event (accident, hospitalization, death in the family), contact your instructor and/or the EPI office as soon as possible. Because our courses are short 8-week terms, it is important you work quickly and directly with the course instructor to identify your difficulties and determine a plan to support your learning.

The following are required to progress through the courses in the EPI program:

- A grade of "C" or higher is required by the Florida Department of Education for Professional Education Competence programs to obtain professional certification.

  The grading scale used in the EPI program is:
  $$A = 90\text{-}100$$
  $$B = 80\text{-}90$$
  $$C = 70\text{-}80$$
  $$D = 60\text{-}70$$
  $$F = \text{Below } 60$$

- A student must successfully complete all artifacts demonstrating mastery of the Florida Educator Accomplished Practices (FEAPs) with at least an 80% on each artifact to receive a passing grade in any EPI course.

- Unsuccessful completion of **two EPI courses** will result in withdrawal from the EPI Program.

<u>**READMISSION FOLLOWING A COURSE WITHDRAWAL OR FAILURE OF TWO EPI COURSES:**</u>

Readmission to the EPI Program is at the discretion of the EPI Advisory Committee. No student is guaranteed readmission following a withdrawal (W) or failure of any two EPI courses (D or F). If limited spaces are available, criteria such as GPA, student conduct, and academic performance will be used to prioritize eligibility (this list is not all inclusive). Please contact Ellen Costello, ecostello1@valenciacollege.edu regarding your plan for readmission by utilizing the appropriate formats outlined below:

I. <u>Progression Requirements for EPI Students Unsuccessful in Two EPI Courses:</u>

To progress in the EPI program after receiving an unsuccessful grade (D, F, or W) in <u>**two**</u> EPI courses, the student must:

  a. Meet with the course faculty member(s) or EPI manager
  b. Discuss with course faculty member(s) or EPI manager plans for course success if re-enrolled
  c. Agree with the re-enrollment plans and requirements
  d. Submit readmission forms to the EPI office. The forms can be e-mailed.
  e. Include a **typed** letter which includes the following:
     1) Your name
     2) Your VID#
     3) Course #s and title(s)
     4) Date and sessions you took the class(es)
     5) Specific reason(s) for failure or withdrawal
     6) Behavioral changes that will ensure success if re-enrollment is approved. This may include study habits, time involved in outside activities, test review, study partners, family and friend support, etc.

<u>Appeal Process Procedure for an EPI Course Class Grade or Clinical Field Experience Grade</u>

A student has the right, individually, to appeal an EPI course grade. To appeal the student must:

      a. Discuss the appeal with EPI program manager.

      b. If dissatisfied with the decision, the student may seek a change of grade through the Student Academic Grievance Committee using the Academic Grievance Process outlined in the catalog. (College Policy 6Hx28:10-13) or at the Valencia website: https://valenciacollege.edu/students/disputes/

      c. **Note**: Communication regarding a student's performance or academic standing should be between EPI Faculty/Administrators and the individual student. Students are expected to communicate their own concerns and not defer to family, significant others, peers, friends, and/or professional associates to communicate on their behalf. Legal, ethical, and professional protocol limits the information that can be shared by the faculty with anyone other than the student.

Valencia College

EPI Program

Readmission Request Form

DIRECTIONS: Please complete the information below and submit to the EPI office through email to ecostello1@valenciacollege.edu with your written response to (e) on p. 11 of this handbook. **This form will be used to consider your request for readmission. PLEASE NOTE:** The submission of this form does **NOT** guarantee readmission.

Last Name: _____ First: _____

                         (Please Print)   (Please Print)

Student ID: _____

First Course Failure: Course: _____ Instructor: _____ Grade:

Second Course Failure: Course: _____ Instructor: _____ Grade:

Other Reason for Withdrawal:

_____

_____

Atlas Email: _____

Phone Number: _____

Signature: _____

Date: _____

Office Use Only

EPI Manager: _____

Comments:

VALENCIA

Valencia College Educator Preparation Institute

EPI PROGRAM SUPPORT SERVICES FOR STUDENTS

Faculty Support

EPI faculty members direct their effort toward assisting students to be successful in theory and clinical aspects of the curriculum. To address the needs of students, the faculty work with individual students or in small groups, listen to and assess their concerns, help sort out alternatives, give suggestions for ways to improve study habits and to decrease test anxiety, review tests, and encourage positive attitudes. For issues needing additional attention, referrals are made to other support services within the college. Faculty are encouraged to refer students to the appropriate support services as soon as a need is identified.

Office for Students with Disabilities

https://valenciacollege.edu/students/office-for-students-with-disabilities/

LIBRARY SERVICES

Introduction

Valencia College offers a combination of resources and services to support student learning and faculty's educational efforts. There are also specific resources that support the objectives of the EPI program throughout the seven academic campus libraries. Each library supports student and faculty needs related to library instruction, reference materials, electronic materials, printing, photocopying and scanning facilities, as well as computers for student use. Librarians are also available at the reference desks to assist student on an individual basis.

The Campus Libraries

The mission of the Valencia College libraries is to provide a variety of learning centered resources, services, and facilities to support a diverse community; to encourage academic achievement, student success, and lifelong learning; and to enhance teaching excellence. To achieve this mission, the libraries provide the faculty and students with a complete range of learning resource materials and facilities that are adequate and accessible.

The library's collection can be searched by using the Valencia College Libraries online catalog and through our subscription databases. The library's online catalog can be accessed from anywhere through the Internet. After logging into your Atlas account, go to the Courses tab, find the Libraries box, and click on Search the Library Most books circulate for three weeks to both students and employees. Books may be renewed up to two times online, or in person. Through the library's online databases, students and faculty have access to thousands of articles, videos and eBooks. The library's databases are also accessible from anywhere after logging into Atlas. On the Valencia College Libraries Catalog page, the toolbar at the top of the page has several links to access the databases. Click on Databases A-Z or Databases by Subject to list the databases.

The library also offers an interlibrary loan service to both faculty and students, which provides access to resources not available at the Valencia library. In addition to having access to material at UCF through the interlibrary loan service, reciprocal borrowing privileges are available to faculty, staff and students in the Florida State College System and the State University System. Valencia students and employees are eligible to borrow materials directly from the University of Central Florida (UCF) by means of this reciprocal borrowing arrangement. Reciprocal borrowers may check out Circulating

Materials with a valid Valencia ID for Faculty and Valencia ID and a print of the class schedule for students which must be presented at the time of the loan transaction.

The "Ask a Librarian" feature on the library's homepage provides a free online information service by Florida libraries. This service allows users to live chat with a Florida librarian and is available 10 am until midnight Sunday-Thursday and 10 am to 5 pm Friday and Saturday. Email and texting are available 24-hours and will be answered by a Valencia librarian during Valencia business hours.

The libraries also offer formal library instruction sessions to assist students to develop information literacy skills. These sessions can be scheduled for individuals, groups, classes, faculty and staff. Faculty can schedule tailored information literacy and library instruction sessions for their classes or they can have a librarian embedded in their Canvas courses to assist students with their research needs.

Reference Service

The focal point of reference service is the reference desk. Personal assistance is available to faculty, staff, and students during the libraries' operating hours or through the "Ask a Librarian" service online. A librarian is readily available to assist students with individual research and can provide specific types of reference services including: choosing a topic for your research; identifying sources you will need for your research; finding and accessing sources using the library's databases, catalog, or the Internet; locating items within the library; evaluating sources; and assistance with MLA and APA format.

All librarians hold a master's degree in library science and have extensive experience in all phases of research and are committed to student success.

Computer Labs

The West Campus library, in BLDG 6, houses the Computer Access Lab (CAL) on the first floor. On the second floor, there are research computers in both the Loft and the main study area. Additionally, there are three technology-enhanced classrooms in the library building. Two are located on the second floor, which can accommodate 27 and 24 respectively, while there is one on the first floor in the CAL, which accommodates 24 students. Laptops, iPads and Microsoft Surface Pros are also available for loan at the circulation desk.

Hours of Operation

Please refer to the Valencia Home Page for the hours of operation for Library Services:
http://valenciacollege.edu/library/

Learning, Writing and FTCE Testing Support:

Visit the following **Valencia links** for support in various subjects and disciplines to ensure successful completion of the EPI program:

https://valenciacollege.edu/students/online/keep-learning/

http://valenciacollege.edu/learning-support/

http://valenciacollege.edu/learning-support/browse-by-campus.cfm

http://valenciacollege.edu/learning-support/writing-consultations.cfm

http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/

http://valenciacollege.edu/veterans-affairs/

<u>Other useful links:</u>

http://www.fldoe.org/teaching/certification/

http://www.fl.nesinc.com/

https://www.cpalms.org/Public/

www.testprep.ucf.edu

www.ftceworkshops.com

www.thetestcamp.com

https://www.240tutoring.com/ftce/

TECH ED.GOV Tool Kits http://tech.ed.gov/futureready/professional-learning/

VALENCIACOLLEGE

Teacher Preparation and Re-Certification

Field Experience: Intent to Enroll Form

DATE (of this application) _____/_____/_____

LAST NAME _____ FIRST NAME _____

*Valencia ID number (required) V_____

Telephone Number (_____)_____-_____ Alternate Phone Number (_____) _____-_____

Atlas Email: _____ _____

Field Experience Enrollment Term:

☐ Fall Term   ☐ Spring Term

Are you currently employed full time as a teacher?   ☐ Yes   ☐ No

If **yes**, please complete the following information:

County:
_____

School Name:

_____

Subject Area and Grade Level on Temporary Certificate:

_____

If you are **not** currently teaching, please complete the following:
School District for placement: ☐ Orange County ☐ Osceola County ☐ Lake County ☐ FLVS
☐ Other County: _____

Note: Based on your selection, you will be sent the field experience instructions through email for that district. Please read the instructions carefully. If you have questions, please contact the EPI office at 407.582.5473.

Criminal History:
Have you ever been convicted of or entered a no contest or guilty plea regardless of offense other than minor traffic violation? ☐ Yes   ☐ No

Note: The Florida Department of Education may or may not issue a Professional Educator Certificate to an EPI completer who has any arrest or conviction. If you have any questions, please contact the EPI office at 407.582.5473.