

**Human Development & Family Studies Advising Instructions**  
**On-Campus Birth to Kindergarten Teacher Licensure (BK) and**  
**Early Care and Education (ECE) Concentrations**  
**HDF Majors**

1. All on-campus HDF majors (students who have both declared the HDFS major AND been admitted to the major) are advised through the HDFS department (hdfsadv@uncg.edu). If you need advising assistance, send an e-mail to this address. **Online HDF BK/ECE majors** are advised through: bkeceadv@uncg.edu.
2. As an HDF major (which means you are formally admitted to the HDF major through the secondary admissions process),
  - a. You may enroll in upper level HDFS courses. These include HDF 420, 440, 450, 460, 470, HDF/SES 425, 435, 436, and 468. Be sure to check all pre-requisite requirements (including GPA).
3. What is your GPA? It is important that you keep your GPA at or above 2.5. HDFS requires a 2.5 GPA in order for students to take HDF 390 and 409. You will not be able to enroll in many required courses if your GPA is below 2.5. If your GPA falls below 2.5, you will need to work with your advisor and/or the Students First office using the online GPA calculator to determine if you will be able to raise your GPA in time to take these courses and continue to progress in the HDFS major. All students with GPAs below 2.5 should be actively considering alternative majors in the event that they are unable to raise their GPAs to 2.5 allowing them to complete the HDFS major. **BK Licensure students are required to have a 3.0 GPA before they are admitted to Teacher Education.**
4. Students will not be permitted to register for HDF 390 and 409 unless they have the required 2.5 GPA at the time of registration. Please do not register for these courses if your GPA is below 2.5 at the time of registration. If you do register, you will be removed from the course(s) due to not meeting the GPA requirement. If your GPA rises to 2.5 before the start of classes, you may then register for these courses if there are seats available. Please do not contact the instructor or other departmental representatives requesting an exception to this policy, as there will be no exceptions made.
5. You will be receiving advising during two special advising days each semester. Watch your e-mail for more information about these advising days.
6. Identify your registration window and register IMMEDIATELY after it opens! Registration is on a first-come-first-served basis. Be sure you are first!
7. HDF 468 is Writing Intensive; HDF 470 is Speaking Intensive. These are required courses for you, so you will automatically meet university requirements for within-major WI and SI requirements.

8. Graduation is right around the corner! Be sure to attend to the following important issues related to graduation.
  - a. Check your audit carefully each semester to make sure you will meet all university and departmental graduation requirements. Making sure that you meet these requirements is YOUR responsibility. Some requirements you should be aware of are:
    - i. 122 semester hours
    - ii. All General Education requirements completed, including WI, SI, GL and GN markers
    - iii. 36 hours of coursework at the 300 level or above
    - iv. All departmental requirements completed
  - b. You must apply for graduation first thing during the semester in which you plan to graduate (if not before). You will do this through the Registrar's website. Check out this website early and frequently to make sure you understand deadlines and procedures for applying to graduate.

QUESTIONS AND ANSWERS ABOUT  
BK LICENSURE AND EARLY CARE AND EDUCATION

1. *What is required to take upper level HDF courses?*
  - Secondary Admission to the HDF department (2.5 GPA; at least a C in 211, 212, & 302; 60 s.h. or 12 s.h. for 2+ transfer students; online students should also complete HDF/SES 315 and 341 as part of the 12 s.h.); the secondary admission applications & instructions can be found on the HDF website: [www.uncg.edu/hdf](http://www.uncg.edu/hdf)
  
2. *What is required to be admitted to Teacher Education (Office of Student Services and Advising in the School of Education)? (BK Licensure students only)*
  - 2.7 GPA (will be 3.0 for freshman starting in Fall 15 and transfer students in Fall 17), passing score on Praxis I exam (or high enough SAT/ACT scores; see item 14 below) & completed (and cleared) criminal background check
  
3. *When should I be admitted to Teacher Education? (BK Licensure students only)*
  - Note the application deadlines on the table below for Teacher Education and Student Teaching.
  
  - BK Licensure students must fill out an application to be admitted to **Teacher Education**. The forms are available online (<http://soe.uncg.edu/services/office-of-student-services-advising/forms-and-applications/>). **The form will be completed and submitted online.** After admission to the Teacher Education all students must complete within two weeks an online orientation module. Teachers Academy personnel will email you the link to complete the online orientation.

<i>Plan to Student Teach:</i>	<i>Application for Student Teaching due:</i>	<i>Application for Teacher Education due:</i>
<i>Spring 2017</i>	<i>February 15, 2016</i>	<i>July 1, 2016</i>
<i>Fall 2017</i>	<i>November 1, 2016</i>	<i>November 1, 2016*</i>
<i>Spring 2018</i>	<i>February 15, 2017</i>	<i>July 1, 2017</i>
<i>Fall 2018</i>	<i>November 1, 2017</i>	<i>November 1, 2017*</i>
<i>Spring 2019</i>	<i>February 15, 2018</i>	<i>July 1, 2018</i>
<i>Fall 2019</i>	<i>November 1, 2018</i>	<i>November 1, 2018*</i>

(\*priority deadline is Nov 1, final deadline is Dec 15<sup>th</sup>)

4. *When and where should I sign up for student teaching/final internship for either BK or ECE?*
  - You must fill out an application for student teaching/final internship. For **BK Licensure students** you can complete your form online: <http://soe.uncg.edu/services/office-of-student-services-advising/forms-and-applications/>. For **ECE students** the form is at: [www.uncg.edu/hdf](http://www.uncg.edu/hdf).
  - Application forms are due depending on when you plan to student teach (See table).
  - Completed applications for **ECE students** should be submitted to Maggie Jones in the HDF department office in 248 Stone or via email: [hdfs@uncg.edu](mailto:hdfs@uncg.edu). **BK Licensure** must be submitted online.
  
5. *Where can one find out more information about the BK-Licensure and ECE programs?*
  - The BK handbook is full of information about the programs and the procedures for completing the degrees. It also has specific information on student teaching. The handbook is available online at the HDF website ([www.uncg.edu/hdf/](http://www.uncg.edu/hdf/)) - click on 'Undergraduate' and then 'BK Program'.
  - It is your **responsibility** to read this document. It has essential information about requirements for the program.
  - Students should carefully read the section on the Disposition process. The Candidate Dispositions Assessment Process includes 9 items that reflect professional attitudes, values and behaviors that are characteristic of caring, collaborative and competent teachers that are evaluated throughout the program of study. While the primary purpose of the Disposition process is to provide students with candid, constructive feedback so that they can improve as teachers, this process may also become grounds for removing a student from the BK/ECE program if, after repeated efforts, improvement in identified areas is not seen.
  
6. *What are the prerequisites for the methods courses?*
  - The prereqs for HDF/SES 425 are HDF 211, 302, 315 and SES 242; a 2.5 GPA and formal admittance into the HDF department. We recommend students take HDF/SES 341 before 425.
  - The prereqs for HDF/SES 435 and HDF/SES 436 are HDF/SES 315, HDF 211, and 302, SES 242; a 2.5 GPA and formal admittance into the HDF department. We recommend students take HDF/SES 341 before 435.
  
7. *What is required in the practicum courses?*
  - *HDF 250 - students spend 2 hours per week in three different placements across age levels: infant, toddler, preschool, & kindergarten or different program types*
  - *HDF 420 and 440 - students spend 6 hours per week a classroom. Please see the practicum placement policy for specific guidelines. HDF 470 - students spend 3 hours a week in their previous student teaching placement*
  
8. *What are the requirements for practicum experiences and student teaching?*
  - Liability insurance is required. More information will be provided in each course. Liability insurance can be purchased through UNCG, the National Education Association, the National Association for the Education of Young Children, or other companies. Proof of insurance must be provided before you can begin your placements

in the practicum courses or complete assignments with families (HDF 250, 420, 440, & 470; HDF/SES 468; SES 460; KIN 342) and student teaching, HDF 450/460.

- All students in BK and ECE will need to have a criminal background check completed and cleared by BIB before they can participate in any practicum courses or courses with a family project. The cost for this is about \$25 and this will cover all experiences once you sign up the first time. There may be an additional background check needed for student teaching. Form: <http://oss.uncg.edu/formsapplications/>
- Some placements will also require an updated TB test.

9. *What are the prerequisites for student teaching?*

- For BK Licensure students (HDF 460): KIN 342; a C or better in HDF 420, HDF 440, TED 516, HDF/SES 315, 341, 425, 435, and 436; 2.7 GPA
- For Early Care and Education students (HDF 450): C or better in HDF 420, 440, HDF/SES 315, 341, 425, 435, TED 516; 2.5 GPA.
- You must have certification in First Aid and CPR before student teaching.

10. *May I sign up for the online courses if I am not in the online program?*

- Most online courses in HDFS are designed for those enrolled in the online program. On-campus students are not permitted to take any courses listed with a 'D' or Distance section. These courses are noted with #141 footnote codes in Genie.

11. *Do I need to do anything special if I plan to student teach in kindergarten?*

- We recommend that one of your placements for 420 or 440 is in a kindergarten classroom.

12. *What are the fall-only and spring-only courses?*

- Main campus students: Spring only courses: HDF 482, TED 516, NUR 345; Fall only: KIN 342; Summer: SWK 584 & TED 516; Online students check with advisor for online course rotation.

13. *What is TaskStream?*

- TaskStream is an online system designed to assist students in developing their professional portfolios and for tracking student progress during the BK program. You will learn more about TaskStream in HDF/SES 315 when you need to purchase it. Additional assignments will be uploaded in HDF 440, HDF 450/460, 468, and 470. There is a fee for TaskStream which is approximately \$42 for one year or \$69 for two years. It is required that all BK and ECE students enroll in the TaskStream system. You may sign-up on-line at [www.taskstream.com](http://www.taskstream.com)

14. *Do I have to take the PRAXIS I Core Academic Skills for Educators exam?*

- The Praxis I is now required for all BK licensure students. Students may receive an exemption if their SAT scores for math/verbal was 1100+ or their ACT combined score was 24+. Partial credit may be received for SAT math (550+), SAT verbal (550+), ACT English (24+), or ACT math (24+). Study guides are available for check out at Teaching

Resources Center (<http://trc.uncg.edu/our-services/>) and practice tests at the library Learning Express (on the UNCG library website search under 'databases' and 'L' for Learning Express) or go to:  
(<http://www.learningexpresshub.com.libproxy.uncg.edu/learningexpresslibrary>).

15. *Where can I take the Praxis I Core Academic Skills test?*

- The Praxis I Core may be taken at many different testing sites - go to <http://www.ets.org/praxis/register/> to select a site that is convenient for you.
- Students on campus at UNCG may want to take the exam at Prometric. You will need to call Prometric to sign up for the test (336-854-4230). Prometric is located in the Koger Center at 3 Centerview Drive (off High Point Road) in Greensboro.

16. *Do I have to take a PRAXIS II exam?*

- All BK Licensure students are now required to take the Early Childhood Content Knowledge PRAXIS II exam (#5025) ([www.ets.org/praxis/register](http://www.ets.org/praxis/register) or 1800-772-9476).
- It is recommended that students take this at the end of student teaching or during HDF 470. You will need to post your PRAXIS II results on Taskstream. Practice tests are also available for this exam on Learning Express (see above).