

Direct and Indirect services that support candidates program completion

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Direct Service	Description
Freshman Orientation or transfer/re-admit advising	Every student new or returning to CU meets directly with a TEP faculty member at orientation or during a one-on-one advising session if a transfer or returning student
University 100	This course is required for all freshmen and transfer students with less than 30 credit hours. The course assists students to successfully make the transition from high school to college and includes sessions on Concord's technology, time management and study skills, critical thinking, money management, wellness and risky behavior, as well as the University's rules and procedures.
Academic Advising	Candidates are required to meet with their education advisor each semester. During advising, candidates work with a faculty member in course selection and monitoring of student's academic and non-academic factors. Faculty advisors provide candidates with a pin # to utilize in course registration. Candidates are unable to register for courses without the assigned pin #.
Seminars	Candidates are required to participate in 5 professional seminars throughout the TEP program. Seminars are designed to be supportive to candidates at the various levels of the program. For example, Seminar 1 - and Seminar 2 – are required prior to admission to the TEP. Seminars 3 - and 4 - are required prior to application to the year long residency, and seminar 5 is required prior to program completion.
Praxis preparation	Began offering in the fall of 2018. Candidates are encouraged to enroll in the Praxis math and/or writing preparation course to assist in preparation for the exam. Praxis preparation courses are offering each fall and spring semester.
Educator Disposition Assessment (EDA) and Intervention/Remediation Policy	Beginning spring 2019, all candidates have an EDA completed at various points throughout the pathway to teaching. However, an EDA can be completed at any point a concern arises related to the candidate's continued progress. If warranted, an intervention and/or remediation plan will be developed with the candidate to assist them in the area of concern.
Faculty office hours	All CU faculty are required to be present in their offices for a minimum of 5 hours weekly. Office hours are required to be posted on faculty office doors as well as in each course syllabus.
University Academic Success Center (ASC)	The ASC works with candidates in numerous ways including but not limited to assisting with study skills, time management, and reduction of stress and anxiety. Any faculty, staff, parent, or student can make a referral to the ASC.
Medical Clinic	Beginning fall 2019, students can receive medical care through the on-campus student health clinic.
Counseling Center	The Concord University Counseling Center provides FREE counseling services, both individual and interpersonal, and other resources for part and full-time students. https://www.concord.edu/Student-Life/Student-Health-Wellness/Counseling-Center-(1).aspx
Certification Processing	The TEP has a certification officer that assists candidates in the process of teacher certification.
Indirect Services	Description
Concord University Department of Education Field Placement Handbook	This handbook provides candidates, partners, and faculty with all of the requirements, processes, and evaluations associated with successful field experiences.
Concord University Academic Catalogue	CU Academic Catalog describes each program, its requirements, and the courses associated with each program. The CU catalog is online and available to anyone through the CU Website http://catalog.concord.edu/index.php?catoid=10
CU TEP website	The TEP website is another resource for candidates to find pertinent information regarding the TEP and various programs. https://www.concord.edu/Academics/Academic-Colleges/College-of-Professional-Studies/Department-of-Education.aspx
Degree Works	Degree works is an degree-auditing and tracing tool for students and advisors
Blackboard	Blackboard is the main online learning platform utilized by the TEP. Blackboard offers resources and supports for online learning. Additionally, courses offered utilizing Blackboard offers students a way of tracking their success in the course.
Livertext/Watermark	Livertext is a platform utilized by the TEP for key assessments, program requirements, and field experiences. Livertext provides students with information regarding their field experiences and notifies them when their placement has been confirmed. Livertext is utilized by the TEP for data management, however, it also provides students with a platform to maintain professional records and products developed throughout their program to utilize during and after program completion.