

MSU Teacher Licensure Programs
Division of Responsibilities
Revised 8/26/25

Clinicals

- 1. Clinical request forms – Primary contact, Lisa Borden-King**
 - a. ED 260L, ED 282L, ED 284L, ED 321L, and ED 323L – Lisa and Teresa
 - b. Methods, ED 324L, and student teaching – Kathy and Deb
 - c. ED 480 – Lisa
 - d. SPED 494 placements for SPED minors -- Kathy
- 2. Transfers and Course Equivalencies – Primary contact, Lisa Borden-King**
- 3. Placements made with MTs or other supervisors – Primary contact, Lisa Borden-King or Kathy Hintz**
 - a. ED 260L, ED 282L, ED 284L, ED 321L, and ED 323L for all majors except PE – Lisa
 - b. ED 323L for PE majors (in Elementary methods course KIN 341) – Kathy?
 - c. Methods, ED 324L, and student teaching – Kathy
 - d. ED 480 – Lisa
 - e. SPED 494 placements for SPED minors -- Kathy
- 4. Placements entered into SLL – Primary contact, Lisa Borden-King and Deb Ringham**
 - a. ED 260L, ED 282L, ED 284L, ED 321L, and ED 323L – Lisa & student worker
 - b. Methods, ED 324L, and student teaching – Deb
 - c. ED 480 – Lisa
 - d. SPED 494 placements for SPED minors -- Deb
- 5. Sending activities and design of templates to fit TLP and program needs – Primary contact, Deb Ringham**
- 6. Updating of rubrics and other relevant activity materials – Primary contact, Deb Ringham**

Background Checks – Primary contact, Employer checks, Lisa Borden-King; all other background checks, Deb Ringham

1. NDBCI checks – web description, scheduling with students, other support (Deb)
2. Employer checks – web description, communication regarding process, approval of alternate checks, directions to students about SLL (Lisa)
3. End of semester Gateway check for ELTC Gateway, specifically background checks (Deb)
4. ESPB checks --- web description, scheduling with students, other support, approval (Deb and Kathy)

Early Level Transition Conferences – Primary contact, Deb Ringham

1. Registration in ED 287 if in ED 284L – for all majors – checked and confirmed -- Deb

2. Contacting students and sending directions about setting up ELTC tailored to specific department structure along with the names of the 1 or 2 members– Deb
3. Communicating with students and advisors when there are problems with scheduling or other things
4. Make placements in SLL – Deb
5. Sending activities and design of templates to fit TLP and program needs – Deb
6. Scheduling confirmation – Deb as member of ELTC except for SPED. SPED is monitored in last week of classes in SLL.
7. Starfish notifications for those enrolled in ED 287 who are not responding -- Deb
8. Confirmation of completion – when grades are entered – Deb
9. Providing a list to Lisa of incomplete ones by grade submission time -- Deb
10. Lisa contacts those missing the ELTC and records the plan, includes advisors -- Lisa

Mid-Level Transition Conferences – Primary contact, Kathy Hintz

1. Checking registrations against other lists/sources
2. Contacting students with directions about MLTC tailored to specific department structure along with the names of the 1 or 2 members– Kathy
3. Make placements in SLL based on departmental specifics (ELED is chosen by ELED program director; History is methods teacher and advisor; ECE is chosen by ELED program director; SPED is advisor only; other departments give students the choice) -- Deb
4. Sending activities and design of templates to fit TLP and program needs – Deb
5. Starfish notifications for those enrolled in ED 407 who are not responding – Kathy
6. Communicating with students and advisors when there are problems
7. Confirmation of completion – when grades are entered – Kathy
8. Contact those missing the MLTC and records the plan, includes advisors -- Kathy

Admission to Teacher Education – Primary contact, Teresa Witteman

Outstanding student awards – Primary contact, Lisa Borden-King

1. Setting up place/process for application materials early January – Lisa (Microsoft form)
2. Sending out notifications that applications are open with directions based on deadline of NDACTE conference mid-January (Kathy in student teaching newsletter; Teresa in TLP newsletter; Kathy sends email to fall students so that they also know)
3. Set deadline for applications – usually February 15-20
4. Setting up committees at January P and P to review applicants – Lisa
5. Collecting committee reviews of applicants and results by late February – Lisa
6. Notifying winners and inviting to our Admission and Awards Ceremony – Teresa
7. Notifying NDACTE by submitting form by March 1 - Lisa
8. Notifying departmental chairs and advisors of winners and inviting to ceremony (Teresa)
9. Notifying students of video requirement and deadlines -- Lisa
10. Communicating about NDACTE conference registration and reimbursement -- Teresa
11. assisting with travel arrangements and reimbursement after the fact (Teresa)

ASPIRE Primary contact, Lisa Borden-King

1. Budget items – Teresa
2. Food for day on Campus – Teresa
3. Annual budget request – Lisa
4. Hiring peer tutors and paying Tate and Molly – Teresa

Admission and Award Ceremony -- Primary contact, Teresa Witteman

1. Contacting winners and confirming speaking things (who should be encouraged to talk? (NDACTE winners, Bonness winners, Outstanding Cooperating Teacher) Teresa
2. Links for RSVP – creating and monitoring (Teresa)
3. Distribution of link for virtual attendance (Teresa)
4. Help with social media communication about event (Teresa and Lisa)

Website Primary contact, Teresa Witteman for TLP & Deb Ringham for accreditation

1. Accreditation posting -- Deb
2. TLP page – Teresa

TLP Budget – Primary contact, Teresa Witteman

1. Cooperating teachers for practicum and student teaching and University Supervisor payment questions to Deb (Kathy approves non vouchers and Lisa approves vouchers)
2. ASPIRE goes to Teresa
3. Ordering supplies with TLP budget – Teresa

Permission to Enroll forms Primary contact, Teresa Witteman

1. Questions on process of submitting electronic add form -- Teresa
2. Questions on what counts for what – Lisa
3. Monitor form and summarize requests to TEAC -- Teresa
4. Send permission granted letters and most denials – Teresa and Lisa

Gateways in SLL Primary contact, Deb Ringham

1. Entering and fixing cohorts -- Deb
2. Troubleshooting for Gateways and In Progress tab faculty and MTs and students – Lisa and Deb
3. Early Level Transition approvals staying current -- Deb
4. Admission to Teacher Education staying current– Teresa
5. Mid-Level Transition Gateway staying current – Kathy
6. Student teaching and Graduation Gateway staying current -- Lisa
7. Updating licensure plans – Deb does all but Admission to Teacher Education, Teresa does Admission Gateway

Assessment information Primary contact, Lisa Borden-King

1. Pulling reports from SLL -- Lisa
2. Power BI for TLP and programs – Teresa

Improvement Plans ELTC Primary contact, Lisa Borden-King

1. Lisa reviews report in SLL to determine the names of those who needed an intervention plan
2. Lisa determines who should be in charge of intervention plan and initiates the process

Growth For Both Primary contact, Kathy Hintz

1. Kathy sets dates
2. Deb monitors who wants the credit and gives list/info to Amy
3. Lisa sends syllabus to Amy W for approval
4. Lisa and Kathy do sessions
5. Lisa submits grades and sends scholarship info to Laurie Weber

Not admitted to teacher education and going into methods Primary contact, Kathy Hintz

1. Methods form indicates problems with admission, Kathy
2. Referrals to supports as needed, Kathy
3. When they apply for student teaching, they complete another form and Kathy follows up