Program Overview
The Mary Lou Fulton Teachers College offers the Induction, Master of Education and Arizona Teacher Certification (InMAC) program as an alternative pathway to teacher certification. Participants are full-time teachers of record on the Teaching Intern Certificate from the Arizona Department of Education while completing classes for the M.Ed. and certification one night a week at the Downtown Phoenix campus.

This program offers coursework leading to certification in one of three areas: Elementary Education (K-8), Secondary Education (6-12) and Special Education (K-12 mild-moderate disabilities).

InMAC program graduates learn to utilize critical thinking to solve problems, maintain high expectations for student learning, adapt to changing circumstances and demands and act as agents of change by addressing equitability/social justice issues in a positive, ethical manner.

Students receive meaningful professional guidance from clinical instructors with years of K-12 classroom experience. InMAC clinical instructors serve students in a dual role as both course instructors and supervisors in the field. This full circle mentoring relationship makes it possible for their ASU coursework to inform students’ K-12 classroom instruction and brings students’ day to day problems of practice into their ASU courses.

The InMAC program culminates with an action research applied project in which students research, implement and measure the effectiveness of an intervention to solve a problem of practice in their K-12 classrooms. The project equips students with the means to positively impact academic achievement in their classrooms today and in the future.

Contact Information
Office of Student Services – Graduate Programs
For admissions information please contact Amy Hettmansperger, Senior Student Outreach Coordinator, at Amy.Hettmansperger@asu.edu.
Current students please contact Tiffany Williams, Academic Success Specialist, at Tiffany.R.Williams@asu.edu.
For General Inquiries: (602)543-6358

Quick Facts
Campus Location: Downtown Phoenix
Number of Credits: 45 Credit Hours
Start Terms: Fall
Program Fee: $1000 ($500 1st and 2nd semester)
Time to Completion: 4 Semesters (Fall, Spring)
Format: Evening classes 1 night a week, 4 semesters Apprentice Teaching (full-time teaching position)
Application Deadlines: http://education.asu.edu/application-deadlines
Programs Affiliated with InMAC
- Teach For America (TFA): www.teachforamerica.org

Eligibility for Intern Certificate
- Full-time position as the Teacher of Record in a K-12 school
- Official Transcripts documenting Bachelor’s or advanced degree
- Passing score on NES or appropriate Arizona Educator Proficiency Exam subject knowledge test
- Valid IVP Fingerprint Clearance Card
- Enrollment in an ADE approved alternative pathway program
- Completion of 45 hour Structured English Immersion (SEI) course, per ADE SEI Requirement:

Students on an intern certificate are required to complete an Arizona Department of Education (ADE) approved 3 semester hour course or a 45 clock hour workshop on Structured English Immersion (SEI). Completion of the SEI requirement must be met before the end of the 1st year of the program unless teaching in an ELD classroom which requires the SEI course to be completed prior to issuance of the intern certificate. It is highly recommended that students take the required SEI course or workshop prior to beginning the program.

If you are teaching in a SEI classroom, ADE requires that you have either the SEI, English as a Second Language, or Bilingual endorsement. Therefore, make sure to check with your school district or charter school to determine if your teaching placement is considered a SEI classroom.

The SEI endorsement workshop may be taken through the Mary Lou Fulton Teachers College Learning Forever program or any other ADE approved SEI Endorsement Training.

In order to receive the ADE Teaching Intern Certificate, you must follow the steps below prior to going to ADE.

ADE requirements are subject to change. Please refer to the ADE website for most up-to-date requirements.

Steps to Becoming an InMAC Student
Please Note: Applicants affiliated with Teach For America (TFA) will have a separate process provided by TFA

Step 1: Review Admission Requirements & Prepare to Apply
Graduate Admissions Requirements – the following are required of all applicants to ASU graduate programs:
- Earned a bachelor’s degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country
- Must have maintained a “B” (3.00 on a 4.00 scale) grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate coursework
- Proof of English proficiency – International students only
  - If you are from a country whose native language is not English (regardless of where you may now reside), you must provide proof of English proficiency. For more information including additional requirements for international students, please visit the ASU Graduate Admissions website.
  - Applicants to Master’s and Arizona certification (MAC or InMAC) program:
Induction, Master’s and Arizona Certification (InMAC)

- TOEFL score of 90 + (Internet Based Test) with scores on the Speaking and Writing portions be in the high “Fair” – “Good” range (22-30)
- IELTS overall band score of at least 6.5 with Speaking and Writing portions needing to be at least 6.5 (6 = Competent User, 7 = Good User)

Program Specific Application Requirements (needed before applying to the program) – the following are requirements specific to the InMAC program:

- A passing score on the Arizona Educator Exam (AEPA or NES) that corresponds to the applicant’s chosen content area (see list of available content areas)
  - Elementary Education: NES Elementary Education Subtests I and II (102 and 103)
  - Special Education: NES Special Education (601)
  - Secondary Education: NES or appropriate Arizona Educator Exam subject knowledge test in your specific grade 6-12 subject area(s): Arizona Educator Exam
  - Note: In some cases, a degree in the desired subject area may satisfy the exam requirement.
- Apply for and receive a valid IVP Fingerprint Clearance Card
- Complete an ADE approved SEI endorsement course (please see note on page 2 regarding this requirement)
  - This may be taken through any ADE approved SEI Endorsement Training
- Order your official transcripts with your Bachelor’s degree conferred. Official transcripts will need to be sent to Graduate Admissions Services when applying.

- Applicants must choose from the available content areas for the InMAC Secondary Education program:
  - Biology
  - Chemistry
  - Chinese/Mandarin
  - Earth Science
  - English
  - French
  - General Science (TFA only)
  - History
  - Japanese
  - Mathematics
  - Physics
  - Political Science
  - Spanish

Step 2: Gather Application Materials and Apply to the Program

Items Needed to Apply to the Program include:

- Items that will be uploaded into the online application:
  - Personal Statement that describes the personal and professional goals that motivate you to apply to the InMAC program in your area of interest explaining what has led you to this career path and how you will excel as a teacher in the classroom. The admissions committee pays particular attention to the quality of writing and ideas expressed in the personal statement. Statements should be approximately 500 words (2 pages, double spaced). The statement should be prepared in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.
  - 3 professional recommenders (names, emails, and institution/company) who will submit electronic letters of recommendation. Recommendations should come from individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude for the teaching profession and your ability to succeed at graduate level coursework.
Induction, Master’s and Arizona Certification (InMAC)

- **Resume** that includes relevant personal, professional, educational, and community activities (one – two pages). The resume should be prepared in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.
- **Copy of the IVP Fingerprint Clearance Card** (front & back) or Arizona DPS fingerprint card application if you do not have the card at the time of application. Please visit the DPS site for information on applying for and receiving your IVP fingerprint clearance card: [http://www.azdps.gov/Services/Fingerprint/](http://www.azdps.gov/Services/Fingerprint/)
- Items that need to be mailed to **Graduate Admissions Services**:
  - **Official transcripts** from every college and university from which you have earned a Bachelor’s degree or higher
  - **Proof of English proficiency** – International students only
- Items that need to be sent the Admissions Specialist (scanned and emailed), who will contact you after submitting the online application:
  - **Proof of completion of SEI endorsement course** (please see note on page 2 regarding the ADE SEI requirement)
    - Submit copy of certificate of training to Admissions Specialist
    - OR mail official transcript with SEI course to [Graduate Admissions Services](http://www.azdps.gov/Services/Fingerprint/) and email Admissions Specialist to confirm receipt of transcript

**Complete and submit the Graduate Admission online application**
- Review the application deadlines prior to applying: [http://education.asu.edu/application-deadlines](http://education.asu.edu/application-deadlines)
- Start the online application at this website: [www.asu.edu/gradapp](http://www.asu.edu/gradapp)
- Select the appropriate degree based on teaching area:
  - MEd in Elementary Education (Teacher Certification)
  - MEd in Secondary Education (Teacher Certification)
  - MEd in Special Education (Teacher Certification)
- Select the appropriate Fall term for Planned Semester and Year of Enrollment
- Select Downtown Phoenix campus as Location
- Choose “General InMAC – Downtown Phoenix campus” as the desired program option and location on your application
- Upload required items listed above
- Submit the application and pay the **appropriate application fee**
- Send the remaining items to Graduate Admissions or the Admission Specialist

**Step 3: Verification of Full-Time Teaching Position**

Verification of a full-time teaching position in an appropriate K-12 setting aligned with your desired subject area is required after admission to the program and prior to enrolling in the first term.
- Position must be in a school setting (public, private, and/or charter placements, etc. are acceptable). **Alternative settings such as correctional facilities or other non-school settings are not permitted for this program.**
- The principal/school/district must acknowledge and permit the use of videotaping technology in the classroom for the purpose of teacher candidate evaluation.
- The mentor teacher (or “supervising practitioner”) must be a standard certified educator, currently employed by a local education agency, private agency, or other PreK-12 setting who supervises the candidate during the capstone experience. Supervising practitioners must have:
  a) a minimum of three full years of experience relevant to the license the candidate is seeking.
  b) a current classification of highly effective or effective pursuant to §15-203(A)(38) when applicable.
  c) adequate training from the professional preparation institution.

ASU does not provide job placement assistance. **Any potential teaching position is subject to approval from the MLFTC academic program.** If a teaching position does not meet the criteria of the program, students will be asked to secure a different position compliant to the program requirements.
Once the full-time teaching position is secured:
- Complete the InMAC Confirmation of Employment (ICE) Form to serve as proof and to verify your full-time teaching position, signed by your principal and HR department
- A letter of intent to hire can be used for this step; however, the ICE Form must be submitted to start the program

If a teaching position is not verified by July 15th prior to the first fall semester, the student will no longer be eligible for the InMAC program but can still join the Master’s and Arizona Certification (MAC) program. Please contact an academic advisor for more information.

Step 4: Registration and the Teaching Intern Certificate
Upon Admission and Verification of Full-Time Teaching Position:

- Provide the program advisor with verification of full-time teaching position per the instructions in Step 3.
- Register for one InMAC class, per guidance from the program advisor, in order to receive your letter of enrollment required by ADE for the Teaching Intern Certificate (the admission letter CANNOT be used for this purpose)
- Receive your Teaching Intern Certificate from ADE. The following items are needed when applying for the intern certification (please visit the ADE website for additional details):
  - Application for the Teaching Intern Certificate
  - Appropriate check or money order
  - Photocopy of IVP Fingerprint Clearance Card
  - Official transcripts documenting a Bachelor's degree or higher
  - Results of your NES/AEPA subject knowledge exam(s)
  - Proof of your SEI course, such as official transcripts or certificate of training (please see note on page 2 regarding the ADE SEI requirement)
  - Letter of Enrollment from Arizona State University
- Submit a copy of the Teaching Intern Certificate to the InMAC advisor
- The InMAC Confirmation of Employment (ICE) Form and the Teaching Intern Certificate are required to be in the InMAC program. These are due to the InMAC advisor no later than 5pm on July 15th prior to the first Fall semester.
- Once the InMAC advisor receives both of these documents, you will be able to register for the remainder of the InMAC courses given to you at the time of handing in the documents.
- If these documents are not turned in by the deadline, you will be withdrawn from all InMAC courses and have the option of starting the MAC program at an available campus.

Financial Support

Tuition
The Arizona Board of Regents sets graduate tuition rates each year. Rates are posted at https://students.asu.edu/tuitionandfees. There are differential tuition rates for students in our online and campus programs. Only fully online programs qualify for these rates, and a student enrolled in the online campus are not able to register for face-to-face on ground courses. If a student is completing a mixture of campus and online courses their tuition will be campus based and not online.

Financial Aid and Scholarships
Graduate Students are eligible for financial aid if enrolled in a minimum of 5 credit hours each semester. A student must complete a Free Application for Federal Student Aid (FAFSA) in order to receive any federal loans. Please visit the Financial Aid and Scholarship Services website for additional information.

Teachers College Scholarships
Teachers College offers scholarships every year. These scholarships are posted on the Teachers College website every Spring for disbursement in the following academic year.
AmeriCorps
Students that are in a program which receives AmeriCorps assistance will receive the monies in their second year only. The student will need to pay for their courses (through personal payment or financial aid) for that year and will be refunded the monies by ASU after the semester begins.

Residency
Students who are teaching full-time and taking courses towards certification are eligible for in-state tuition through the Teacher Waiver, however the students will be deemed a non-resident.

Non-Resident students must complete the Teacher Waiver and receive appropriate documentation in order to receive in-state tuition by the deadlines set by the Residency Classification office. Please see the InMAC advisor in order to obtain the Authorized Signature required on the coursework verification page.

Students intending to become Arizona Residents should contact the Residency Classification office.

Requirements and Program of Study
The MEd degree requires students to complete 33 hours including an Applied Project. In order to meet certification requirements students will be required to take additional courses for a total of 45 credit hours.

Courses are held one night per week at the Downtown Phoenix campus. Two consecutive 7.5 week courses are taken the first part of the night. A 15-week course is taken the second part of the night. These courses are hybrid format meaning part in-person and part online; the times listed in the schedule are the times the student will be in the class. The Apprentice Teaching course is fulfilled by the student’s full-time teaching position and involves working with an assigned Clinical Instructor who provides observations, feedback, and classroom support.

Elementary Education

1st Fall
EED 511  Curriculum Theory and Instructional Planning  3
EED 521  Instructional Planning for the Diverse Classroom  3
SPE 524  Effective Classroom Behavior Management  3
EED 579  Apprentice Teaching  3
Total  12

1st Spring
EDP 510  Psychology in Education  3
EED 524  Social Studies Methods and Assessment  3
RDG 531  Language and Literacy 1  3
EED 579  Apprentice Teaching  3
Total  12

2nd Fall
EED 537  Mathematics Methods and Assessment  3
EED 529  Science Methods and Assessment  3
RDG 532  Language and Literacy 2  3
EED 579  Apprentice Teaching  3
Total  12

2nd Spring
ELL 504  Instructional Design for Culturally & Linguistically Diverse Students  3
EED 593  Applied Project  3
EED 579  Apprentice Teaching  3
Total  9

PROGRAM TOTAL  45
## Secondary Education

### 1st Fall
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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SED 501</td>
<td>Introduction to Effective Instruction</td>
<td>3</td>
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<tr>
<td>TEL 505</td>
<td>American Education System</td>
<td>3</td>
</tr>
<tr>
<td>SED 544</td>
<td>Creating Classroom Climate</td>
<td>3</td>
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<td>SED 579</td>
<td>Apprentice Teaching</td>
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<td>SED XXX</td>
<td>Methods of Teaching in Academic Specialization</td>
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<td>SED 522</td>
<td>Secondary School Curriculum Development</td>
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<td>SED 579</td>
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<td>M/S Instruction, Management, &amp; Assessment</td>
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<tr>
<td>ELL 504</td>
<td>Instructional Design for Culturally &amp; Linguistically Diverse</td>
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</tr>
<tr>
<td>SPE 555</td>
<td>Inclusive Practices for the Diverse Learner</td>
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<td>SED 579</td>
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### 2nd Spring
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<td>Learning and Instruction</td>
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<tr>
<td>SED 593</td>
<td>Applied Project</td>
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<td>SED 579</td>
<td>Apprentice Teaching</td>
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**PROGRAM TOTAL** 45
Special Education

1st Fall
- SPE 575 Survey and Foundations for Exceptional Students 3
- SPE 501 Introduction to Research and Evaluation in Education 3
- SPE 524 Effective Classroom Behavior Management 3
- SPE 579 Apprentice Teaching 3
Total 12

1st Spring
- EED 550 Elementary Methods in Content Areas 3
- EED 537 Mathematics Methods and Assessment 3
- SPE 538 Language and Literacy 1 3
- SPE 579 Apprentice Teaching 3
Total 12

2nd Fall
- SPE 534 Assessment and Evaluation for Children with Special Needs 3
- SPE 503 Collaboration, Consultation, and Family Centered Practices 3
- SPE 535 Curricula, Methods, Technology, & Adaptations in Special Education 3
- SPE 579 Apprentice Teaching 3
Total 12

2nd Spring
- SPE 502 Language Development and Communication Disorders 3
- SPE 593 Applied Project 3
- SPE 579 Apprentice Teaching 3
Total 9

PROGRAM TOTAL 45

Curriculum and tuition for all programs subject to change based on Arizona Board of Regents and Arizona Department of Education updates.

To review course descriptions please visit the ASU Catalog: http://asu.edu/catalog.

Culminating Experience

Each student is required to complete an Applied Project during their second year of coursework. The student will work with his/her Clinical Instructor to engage in an action research cycle, critically evaluate educational research related to an action research problem, apply educational concepts to professional experience, and reflect on his/her practice to modify and/or improve instruction. Students enrolled in special education program of study engage in this process in a two course format: students formulate individual proposals in Introduction to Research/Evaluation in Education and carry out their individual action plan with the assistance of their Clinical Instructor in the Applied Projects course. The successfully completed Applied Project constitutes the culminating experience for the Master’s Degree.

Additional Resources
- Application Deadlines: http://education.asu.edu/application-deadlines
- How to Apply: http://education.asu.edu/graduate-programs-how-to-apply
- Faculty: http://education.asu.edu/faculty
- ASU Graduate Education Policies: https://graduate.asu.edu/policies-procedures
- Tuition and Fees: https://students.asu.edu/tuitionandfees
- ADE Certification Requirements: http://www.azed.gov/educator-certification/
Program Policies
The Mary Lou Fulton Teachers College has adopted Satisfactory Academic Progress and Professional Conduct policies for all InMAC programs. Students not making satisfactory progress are placed on Academic Probation and may be removed from the program. Please view the policy here: http://education.asu.edu/student-forms-policies

Frequently Asked Questions
What is the cost of the program?
Tuition rates and fees are reviewed yearly and are subject to change. For up to date information on program costs, or to utilize the tuition and fee estimator, please visit: https://students.asu.edu/tuitionandfees

Do I have to take the GRE or MAT?
The GRE and/or MAT are not required for the InMAC program.

What is SEI and when do I need to complete the requirement?
Students on an intern certificate are required to complete an Arizona Department of Education (ADE) approved 3 semester hour course or a 45 clock hour workshop on Structured English Immersion (SEI). Completion of the SEI requirement must be met before the end of the 1st year of the program unless teaching in an ELD classroom which requires the SEI course to be completed prior to issuance of the intern certificate. It is highly recommended that students take the required SEI course or workshop prior to beginning the program.

If you are teaching in a SEI classroom, ADE requires that you have either the SEI, English as a Second Language, or Bilingual endorsement. Therefore, make sure to check with your school district or charter school to determine if your teaching placement is considered a SEI classroom.

Where can I get the 45 hours of SEI coursework?
ASU offers a SEI endorsement course through the Learning Forever program that will allow the students to meet this requirement. It is offered a couple of times in the Spring semester so students will have in time to apply for the intern certificate or renew their intern certificate. Please visit their website for upcoming dates and more information: https://sites.google.com/site/bestlearningforever/special-topic-workshops. The SEI endorsement workshop or course may be taken through any other ADE approved SEI Endorsement Training.

What is the NES Test?
NES stands for National Evaluation Series. The purpose of the tests is to help identify candidates for certification who have demonstrated the level of professional knowledge and skills judged to be important for Arizona educators. In the second year of the InMAC program, students must take the professional knowledge test. Test objectives, dates and other information can be found on the Arizona Educator Exam website: www.aepa.nesinc.com

Which NES Test do I need to receive the intern certificate?
The student must pass the NES or appropriate Arizona Educator Exam Subject Knowledge test to receive the Teaching Intern Certificate. The required tests are dependent on the program the student is applying for and their teaching position.

- **Elementary Education**: NES Elementary Education Subtests I and II (102 and 103)
- **Special Education**: NES Special Education (601)
- **Secondary Education**: NES or appropriate Arizona Educator Exam subject knowledge test in your specific grade 6-12 subject area(s); visit the ADE website for the appropriate test: http://www.azed.gov/educator-certification/az-ed-exams/

Please note: The NES Assessment of Professional Knowledge test is taken in the second year of the InMAC program since the test is required for provisional certification upon program completion.
Elementary Education and Special Education students will take the Elementary (051) professional knowledge test, and Secondary Education students will take the Secondary (052) professional knowledge test.

**How do I find a job?**
Arizona State University does not provide job placement assistance. It is recommended to check the individual school district website; as well the Arizona Education Employment Board on the ADE website: http://www.arizonaeducationjobs.com/

A majority of InMAC students are affiliated with Teach for America. TFA has their own separate application and interview process. Students can find more information on their website: http://www.teachforamerica.org/

**What if I cannot find a job?**
If a teaching position is not verified by July 15th prior to the first Fall semester, the student will no longer be eligible to be in the InMAC program but can still be a part of the Master’s and Arizona Certification (MAC) program. Please see advisor for more information.

**What if I lose my teaching position during the program due to budget cuts?**
Students may petition to switch to the traditional MAC program in order to complete their coursework for the M.Ed. and provisional certification.

**What kinds of support will I receive in my coursework and when teaching in the field?**
Each student is assigned a Clinical Instructor that fully supports you in the field. Your Clinical Instructor will also be your instructor in some of your ASU classes. Your ASU academic advisor provides academic support from admission to graduation.

**How do I complete the U.S. and Arizona Constitution requirements for certification and when do I need to complete them?**
Students have 3 years under a valid teaching certificate to fulfill the Arizona Department of Education requirements for Arizona and U.S. Constitution, except if they are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics then they have 1 year to fulfill the requirement(s). Students may take courses through ASU or a community college or take the Constitutions of the United States and Arizona (33) Arizona Educator Proficiency Assessment (AEPA) exam to fulfill the requirement(s).

**What are the admission requirements for international students?**
International applicants applying for any master’s or doctorate program must meet all international student admission requirements established and enforced by ASU Graduate Education and must also meet the following English Proficiency requirements established by the Mary Lou Fulton Teachers College.

Applicants to a Master’s and Arizona Certification (MAC or InMAC) program:
- TOEFL score of 90 + (Internet Based Test) with scores on the Speaking and Writing portions be in the high “Fair” – “Good” range (22-30)
- IELTS overall band score of at least 6.5 with Speaking and Writing portions needing to be at least 6.5 (6 = Competent User, 7 = Good User)