

# Post-Baccalaureate Certificate Programs

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**Post-Baccalaureate Certificate  
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Post-baccalaureate certificate programs present a cohesive sequence of related courses designed to provide continuing education past the baccalaureate level. Upon completion of a certificate, students will have acquired an area of specialization or an interdisciplinary perspective, or will have completed requirements for professional certifications awarded by agencies outside the university. Post-baccalaureate certificates are designed with a majority of undergraduate coursework.

## Admissions

(907) 786-1480

[www.uaa.alaska.edu/admissions](http://www.uaa.alaska.edu/admissions)

All students intending to register for one or more courses must apply for admission. Applications for admission are available online from the Office of Admissions.

## Admission Requirements for Post-Baccalaureate Certificates

To qualify for admission to post-baccalaureate certificate programs, a student must have earned a baccalaureate degree from a regionally accredited institution in the United States or a foreign equivalent. Students who expect to receive their baccalaureate degrees within two semesters may also apply for admission; see Incomplete Admission later in this section. Applicants must meet the grade point average (GPA) requirements of the specific certificate program to which they are applying.

All certificate students must submit official transcripts showing completion and conferral of all baccalaureate degrees and any transcripts reflecting any courses relevant to the certificate sought. Transcripts are to be requested by the student and must be submitted in an officially sealed envelope. (Exception: Students do not need to request transcripts from any University of Alaska campus.) Some baccalaureate programs have additional or more selective admission requirements. See individual program requirements later in this chapter for details.

Applicants with transcripts from institutions outside the U.S. or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from the Office of Admissions. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

Applicants whose native language is not English or whose baccalaureate degree was conferred by an institution where English was not the language of instruction must also submit scores from the Test of English as a Foreign Language (TOEFL). TOEFL scores may be waived if the applicant has been a long-term resident of the U.S. or of another English-speaking country and demonstrates fluency in reading, writing and speaking in English.

Applications, official transcripts and required test scores (if any) must be submitted to the Office of Admissions. All of these materials become the property of the University of Alaska Anchorage and are only released or copied for use within the University of Alaska system. Once all required transcripts and test scores have been received, the Office of Admissions will forward each student's admission packet to the dean, department chair or designee for consideration.

Each certificate program has individual admission standards and document requirements. Additional information such as writing samples, goal statements, letters of recommendation, research proposals, and/or interviews may be required by specific programs. When

required, these materials must be submitted directly to the department chair or designee.

Deadlines for submission of materials vary by program. No more than 9 credits may be completed in the student's certificate program before program admission. See individual program listings for information. Please note, for programs with rolling (ongoing) admissions, in order to ensure consideration for all financial aid opportunities, it is strongly recommended that eligible students submit:

- For spring admission, all required application forms no later than November 1, and all required application materials by December 1;
- For summer admission, all required application forms no later than May 1, and all required application materials by July 1;
- For fall admission, all required application forms no later than June 15, and all required application materials by August 1.

## International Post-Baccalaureate Certificate Students

### International Student Services

(907) 786-1558

International students who will attend UAA as F-1 visa students and who need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student status must meet university and degree program admission requirements. In addition to being admitted to a post-baccalaureate certificate program, international students must submit the following:

1. An official TOEFL score of at least 550 for the paper-based test or 213 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. An English translation of all required documents.
4. Students who earned their baccalaureate degree outside the U.S. or Canada must submit an official statement from a recommended international credentials evaluation service stating that their degree is the equivalent of a U.S. bachelor's degree. A list of evaluation services may be obtained from the Office of Admissions. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

International students in F-1 visa status must be formally admitted, full-time, degree-seeking students. Health insurance is also mandatory. Contact the international student advisor in the Office of Admissions for details.

## Application and Admission Status Definitions

### Application Status

- **Incomplete Application:** An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.
- **Pending Application:** A pending application has met university requirements and is awaiting departmental recommendation for admission.
- **Postponed Application:** Students may postpone their applications to a future semester by notifying the Office of Admissions prior to the end of the semester for which they originally applied.
- **Withdrawn Before Admission:** Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications

still incomplete or not postponed will be withdrawn. Students whose applications have been withdrawn must reapply for admission if they later choose to attend UAA.

### Admission Status

- **Complete Admission:** All required documents have been received and all admission standards met.
- **Incomplete Admission:** Students who expect to receive their baccalaureate degree from a regionally accredited institution within two semesters (three if including summer) may apply for admission. Formal acceptance becomes final only after the baccalaureate degree is completed and conferred, and all other admission requirements are met.
- **Provisional Admission:** University admission requirements have been met, but the students still need to complete one or more department-specified provisions.
- **Postponed Admission:** Students may postpone their admission to a future semester by notifying the Office of Admissions prior to the end of the semester for which they originally applied.
- **Withdrawn After Admission:** Admission will be withdrawn when students do not attend classes during or postpone their admission by the end of their admission semester. Students whose admissions have been withdrawn must apply for admission if they later choose to attend UAA.

## Related Post-Baccalaureate Certificate Policies

### Transfer Credits

Up to one-third of the credits required for a post-baccalaureate certificate may be transferred into UAA and applied to that certificate from a regionally accredited institution if they were not previously used to obtain any other degree or certificate. Acceptance of transfer credits toward program requirements is at the discretion of the individual program.

### Change of Certificate

Students who wish to change certificate programs must formally apply for admission to the new certificate program through the Office of Admissions and pay the appropriate fee. This applies both to changes between schools or colleges and to different certificates within the same school or college. Students will be expected to meet all admission and program requirements of the new major or emphasis area.

### Concurrent Certificates

Students may pursue concurrent post-baccalaureate certificates as long as they have formally applied and been accepted to each program through the Office of Admissions.

### Additional Certificates

Students who have received a post-baccalaureate certificate from a regionally accredited college or university may earn another post-baccalaureate certificate by completing at least 16 resident credits completed after the awarding of the previous certificate. The student must meet all University Requirements for Post-Baccalaureate Certificates, school or college requirements, and program requirements; fulfilling all university, college and program requirements may require more than the minimum 16 additional resident credits. If the 16 additional credits and other requirements have been earned for each additional post-baccalaureate certificate, two or more post-baccalaureate certificates may be awarded simultaneously.

### Formal Acceptance to Post-Baccalaureate Certificate Programs

Once all required admission documents have been received by the Office of Admissions, the student's admission packet is forwarded to the dean or designee of the specific program. The acceptance decision is made by the dean or designee, who informs the Office of Admissions of the decision. The Office of Admissions sends the official Certificate of Admission directly to the applicant. Acceptance to a certificate program does not guarantee later admission to other certificate or degree programs.

### Non-Degree-Seeking Students

Non-degree-seeking students who wish to register for courses may be required to obtain the signature of the department chair or faculty member. Registration as a non-degree-seeking student implies no commitment by the university to the student's later admission to a post-baccalaureate certificate program. Up to one-third of the credits of post-baccalaureate certificate coursework may be completed in the student's program before program admission. Non-degree-seeking students do not qualify for federal or state financial aid benefits nor do they qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status. (See Chapter 7 for further information.)

### Full-Time/Part-Time Status for Post-Baccalaureate Certificate-Seeking Students

A student who has been admitted to a UAA post-baccalaureate certificate program and is enrolled at UAA for 12 or more credits is classified as full-time. Courses count toward full-time status only if they are applicable to the certificate program. A post-baccalaureate certificate student enrolled at UAA for fewer than 12 credits is classified as part-time.

Audited courses, continuing education units (CEUs), and continuous registration are not included in the computation of the student's full-time or part-time status.

### Catalog Year for Post-Baccalaureate Certificate Programs

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a post-baccalaureate certificate program, or the catalog in effect at the time of graduation.

If the requirements for a post-baccalaureate certificate program as specified in the entry-year catalog are not met within seven years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

All credits counted toward the degree, including transfer credit, must be earned within the consecutive seven-year period prior to graduation.

### Good Standing for Post-Baccalaureate Certificate-Seeking Students

Post-baccalaureate certificate-seeking students who maintain a 2.50 (C) cumulative GPA in courses on their official Certificate Studies Plan are considered in good standing.

### Removal From Post-Baccalaureate Certificate-Seeking Status

A student's academic status may be changed to non-degree-seeking if the requirements to remove provisional admission or if minimum academic standards are not met.

A student who fails to maintain good standing in courses applicable to his/her certificate program, for reasons specified in writing, is not making satisfactory progress toward completing the program requirements and may be removed from certificate-seeking status. Each school or college has procedures to deal with appeals arising from removal from certificate-seeking status.

### Academic Appeals

Students have the right to appeal academic actions (see Academic Dispute Resolution Procedures in Chapter 5 or the UAA Fact Finder/ Student Handbook for information).

### Reinstatement to Post-Baccalaureate Certificate-Seeking Status

Students who have been removed from post-baccalaureate certificate-seeking status for not making satisfactory progress must reapply for a post-baccalaureate certificate program and pay the appropriate fee.

## Post-Baccalaureate Certificate Advisor

The dean or designee of the appropriate school or college offering the post-baccalaureate certificate program appoints an advisor for each student accepted to the program.

### Responsibilities of the Post-Baccalaureate Certificate Advisor/Committee

The division of responsibility between the advisor and/or committee is determined at the program level. The advisor and/or committee will do the following:

1. Review the student's Certificate Studies Plan, ensuring that it includes the post-baccalaureate certificate university requirements, all courses required for the certificate and any special program requirements.
2. Identify deficiencies in the student's admission or academic background and assist student in developing remedies.
3. Approve the official Certificate Studies Plan.
4. Monitor the student's progress and timely completion of all requirements.
5. Monitor the timely submission of the official Certificate Studies Plan and other documents to the Office of the Registrar.
6. Review and approve any changes to the official Certificate Studies Plan, directing timely submission of the revised plan to the Office of the Registrar.
7. Review and approve any required capstone experience or project according to procedures established by the individual program.
8. Administer and assess a comprehensive examination, if required.

### Official Certificate Studies Plan

The official Certificate Studies Plan formally establishes the specific program requirements which, upon satisfactory completion, entitle the student to receive the post-baccalaureate certificate. The program plan is based upon the catalog requirements for the certificate program to which the student is accepted. The plan becomes official once it is approved by the dean or designee and is filed with the Office of the Registrar. Students are expected to complete all requirements listed on their official Certificate Studies Plan, as well as all post-baccalaureate certificate university requirements. Any revision to the plan must be submitted to the Office of the Registrar through the certificate advisor/committee.

### Determining Program Requirements

A post-baccalaureate certificate student's program is based upon the catalog requirements for the relevant certificate program which are in effect at the time the student was accepted to the program.

## University Requirements for Post-Baccalaureate Certificates

University requirements for all post-baccalaureate certificates are as follows:

1. The student must complete at least 24 approved semester credits earned after the posting of their previous degree.
2. The student must complete all requirements established by the program.
3. A GPA of at least 2.50 (C) must be earned in courses identified in the official Certificate Studies Plan.
4. Courses at the 500-level are for professional development and are not applicable toward any certificate, even by petition.
5. At all course levels, a grade of C is minimally acceptable.
6. At least two-thirds of the credits required for the certificate must be taken at the upper division (300-400) or graduate (600) level.
7. Up to one-third of the semester credits earned after the posting of their previous degree may be transferred to UAA from a regionally accredited institution and counted toward a post-baccalaureate certificate. Quarter credits are converted to semester credits by

multiplying quarter credits by two-thirds. Acceptance of transfer credit toward program requirements is at the discretion of the individual program.

8. Individual program deans or designees may allow credit earned at other universities in the UA system, excluding credit used toward another degree or certificate, to be transferred to UAA, as long as at least 9 credits applicable to the student's certificate program are earned at UAA after acceptance into the program.
9. Courses taken through credit by examination, or graded credit/no credit (CR/NC) do not count toward certificate requirements. They may, however, be used to satisfy prerequisites or to establish competency in a subject, thus allowing the advisor or committee to waive certain courses in an established program, as long as the total credits in the certificate program remain the same.
10. If the requirements for a post-baccalaureate certificate as specified in the entry-year catalog are not met within seven years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.
11. All credits counted toward the post-baccalaureate certificate, including transfer credits, must be earned within the consecutive seven-year period prior to graduation.

### Application for Graduation

Post-baccalaureate certificate students must submit an Application for Graduation with the required fee to the Office of the Registrar. Application for Graduation deadlines are November 1 for fall graduation, March 1 for spring graduation and July 1 for summer graduation. Upon receipt of the student's Application for Graduation, a review is completed by the Office of the Registrar. If the student meets all requirements by the end of the semester, the certificate is awarded after completion of the semester. Students are held responsible for meeting all academic regulations and certificate requirements.

Students who apply for graduation and do not complete their certificate requirements by the end of the semester in which they have been approved to graduate, but are within 6 credits of completion, will have their application request changed to the following semester by the Office of the Registrar. This courtesy change will be granted one time. Students with more than 6 outstanding credits of requirements remaining, or who have 6 credits or fewer remaining for a second semester, must reapply for graduation and pay another application fee.



# COLLEGE OF EDUCATION

*The University of Alaska Anchorage is in full compliance with the institutional reporting requirements mandated in Title II of the Higher Education Act Amendments of 1998. Please contact the College of Education for a copy of the completed report.*

The College of Education comprises a community of educators dedicated to improving the quality of education. The mission of the College of Education is to prepare educators and support the lifelong learning of professionals to embrace diversity and to be intellectually and ethically strong, resilient and passionate in their work with Alaska's learners, families, educators and communities. Our programs emphasize the power of learning to transform people's lives. Across the university, faculty members teach professional educators to work in diverse settings, to form and sustain learning partnerships, and to provide learning opportunities across the life span. We are confident that this preparation will result in educators' significant contributions to society.

The College of Education promotes the following core values in their collegial interactions to ensure that program graduates exhibit:

- Intellectual vitality: Professional educators examine diverse perspectives, engage in research and scholarship, contribute to knowledge and practice, and apply innovations in technology.
- Collaborative spirit: Professional educators generate, welcome, and support the collaborative relationships and partnerships that enrich people's lives.
- Inclusiveness and equity: Professional educators create and advocate for learning communities that advance knowledge and ensure the development, support, and inclusion of people's abilities, values, ideas, languages, and expressions.
- Leadership: Professional educators are committed to the highest standards of ethical behavior in their roles, using professional expertise to improve the communities in which they live and work, and demonstrating the ability to translate theories and principles into transformative educational practice.

We believe that learning must be designed, delivered and evaluated within the contexts of these core values and program outcomes.

The College of Education offers undergraduate and graduate curricula and programs designed to prepare personnel for various professional roles related to education in a variety of learning environments. The College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). Our professional preparation programs are approved by the Alaska Department of Education and Early Development and are based on NCATE standards.

The Alaska Department of Education and Early Development issues certificates and endorsements under the "approved program" process for certification. The University of Alaska Anchorage recommends individuals to the commissioner of Education and Early Development for certification or endorsement after successful completion of one or more of the approved programs. Only the dean of the College of Education is authorized to recommend candidates for the appropriate certificate or endorsement.

In each of the college's curricula and programs, candidates are introduced to fundamental issues of education in the contemporary world through courses designed to develop perspective and understanding of the relationship of education to society. Courses provide theory and practice in the development of instructional materials and an understanding of methods of instruction. Many courses and programs are offered through distance delivery methods. The college offers high-quality, distance-delivered coursework in order to improve access for rural students and provide flexible scheduling for practicing educators. Additionally, the college partners with UAA community campuses in optimizing the use of technology for distance delivery through intercampus collaboration.

All students who desire a degree, certification or endorsement must apply for admission to the University of Alaska Anchorage and to the

College of Education. Students are formally admitted to an appropriate program on the basis of multiple criteria, including their ability to make a positive contribution to educational professions. Candidates who seek Alaska state licensure must successfully complete the College of Education's "approved program," as well as any additional requirements that may be initiated by the Alaska Department of Education and Early Development. Only courses with a grade of C or higher will be applied to meet certification or endorsement requirements. Some programs require a minimum grade of B. In addition, candidates must demonstrate professional behaviors and dispositions consistent with the College of Education's Conceptual Framework as well as abide by the UAA Student Code of Conduct and the Code of Ethics and Professional Teaching Standards adopted by the Alaska Professional Teaching Practices Commission. These documents are available on the College of Education website.

Applicants admitted to a post-baccalaureate program work with a faculty advisor from the major. The advisor develops a Post-Baccalaureate Studies Plan with each candidate based upon transfer credits, prerequisites and program requirements. The plan must include the state "approved program" certification or endorsement requirements.

The College of Education has three academic departments:

1. The Department of Teaching and Learning with programs in school-age care, early childhood education, elementary education and secondary education. (907) 786-4412
2. The Department of Counseling and Special Education with programs in counselor education, special education, early childhood special education and opportunities in speech and language pathology. (907) 786-6317
3. The Department of Educational Leadership with programs in educational leadership (principal, superintendent, and teacher leadership preparation). (907) 786-4450

## Professional Field Practice

Prior to permitting the candidate to enter the final stage of preparation, which is characterized by participation in an internship, a faculty committee will evaluate the candidate's performance in the program. Admission into this final phase of professional preparation is a faculty decision and is separate from entry into the post-baccalaureate program. Difficulties, including inadequate academic performance, unprofessional behavior, unsatisfactory field reports or other factors, may result in denial of entry to the internship. Performance in the internship is closely monitored, with stated minimum competencies and the development of individual objectives. Since this is the practice and application phase of professional development, it is assumed that candidates will demonstrate appropriate professional dispositions with respect to their professional actions, attitude and performance.

## Field Placements

All College of Education post-baccalaureate programs require field experiences in school or agency settings.

## Criminal History Background Clearance

The College of Education requires compliance with specific background clearance policies and procedures for candidates participating in university-sponsored fieldwork and those enrolling in coursework offered at the Providence Early Learning Lab (PELL). In some cases, criminal history background clearance is required for admission to a department or program. In addition to self-disclosure of criminal history to the College of Education and its partners, a check of the Alaska and National Sex Offender Registries, a fingerprint-based check by the Federal Bureau of Investigation, and a name-based check through the Alaska Public Safety Information Network may be required. Various agencies and centers may have additional requirements.

Failure to comply with the College of Education background check requirements will result in denial of access to field placement settings or PELL. Failure to pass the criminal history background check will result in removal from the program. More information is available at [www.uaa.alaska.edu/coe/currentstudents/field-experiences/background-checks.cfm](http://www.uaa.alaska.edu/coe/currentstudents/field-experiences/background-checks.cfm).

## Cooperating School/Agency

Practica, internships and other field placements are made only in cooperation with participating school districts and agencies. The school districts and agencies that work with the College of Education reserve the right to request additional information and/or preparation from candidates, in accordance with their established policies/practices. Cooperating districts and agencies also determine the number of available spaces and placements for candidates. Placements may become competitive if the number of applicants exceeds the number of spaces. Districts and agencies also reserve the right to refuse or terminate placements when candidates do not meet an acceptable standard of performance. Thus, while the university makes every effort to find appropriate field placements for candidates, admittance to a degree/certificate/endorsement program does not guarantee acceptance by cooperating school districts or agencies. Unacceptable academic performance, an unprofessional attitude, unsatisfactory field reports, violation of professional ethics or other factors may result in removal from the field placement.

## Transfer

Candidates who have taken all or part of an approved program at another university must take at least 9 credits of approved education courses at the University of Alaska prior to being admitted to an advanced practicum or internship.

## Professional and Continuing Education (PACE)

*Professional Studies Building (PSB), Room 221, (907) 786-1934*  
[www.uaa.alaska.edu/coe](http://www.uaa.alaska.edu/coe)

Quality professional learning enriches the knowledge and skills of educators and improves the educational experiences of all students. Therefore, the Office of Professional and Continuing Education (PACE) partners with UAA academic units, schools, professional societies and other organizations to support learning opportunities such as 500-level courses and academies. The flexible structure of PACE allows for rapid response to the dynamic learning needs of educators and related-services professionals around the state.

## EARLY CHILDHOOD

*Professional Studies Building (PSB), Room 225, (907) 786-4412*  
[www.uaa.alaska.edu/coe/degrees](http://www.uaa.alaska.edu/coe/degrees)

## Post-Baccalaureate Certificate, Early Childhood Pre-K-Third Grade (with Teacher Certification)

Those students who already have a baccalaureate degree may obtain an Early Childhood Pre-K - Third Grade Post-Baccalaureate Certificate by completing the following requirements.

## Program Descriptions and Student Learning Outcomes

The Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade prepares professionals who already have baccalaureate degrees to work with young children from birth through eight years in preschool/primary school settings. Successful completion of program requirements leads to an institutional recommendation for initial teacher certification with an endorsement in pre-K-third grade. Courses at the 400-level and above applied to the certificate may also be applied to MED programs with advisor approval.

Students who complete the post-baccalaureate certificate will demonstrate advanced integrated knowledge and skills in preparation for careers in teaching primary grades (K-3) as well as in preschool educational programs.

Student outcomes for the program are based on the Standards for Alaska's Teachers located at [www.eed.state.ak.us/standards](http://www.eed.state.ak.us/standards). Outcomes are also based on the professional preparation standards of the National Association for the Education of Young Children (NAEYC) found at [www.naeyc.org](http://www.naeyc.org). Candidates from the post-baccalaureate will be able to:

1. Create a healthy, respectful, supportive, and challenging learning environment based on knowledge of child development.
2. Create respectful, reciprocal relationships that support and empower families, and involve all families in their children's development and learning.
3. Use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning.
4. Design effective approaches to teaching and learning, implement and evaluate experiences that promote positive development and learning for all children.
5. Incorporate knowledge of content areas to create appropriate experiences for young children.
6. Use ethical guidelines and other professional standards related to early childhood practice.
7. Demonstrate knowledgeable, reflective, and critical perspectives on professional practice, making informed decisions that integrate knowledge from a variety of sources.

## Admission Requirements

### Admission to the University of Alaska Anchorage

See information on post-baccalaureate certificate programs at the beginning of this chapter. Complete the UAA Undergraduate Application for Admission, available on the UAA website at [www.uaa.alaska.edu/admissions](http://www.uaa.alaska.edu/admissions).

### Admission to the College of Education Department of Teaching and Learning

In order to be admitted to the College of Education as an Early Childhood Pre-K-Third Grade Post-Baccalaureate Certificate Program candidate, applicants must meet the following requirements.

1. Complete a Department of Teaching and Learning application for admission to the Early Childhood Pre-K-3rd Grade Post-Baccalaureate Certificate Program by one of the following dates: March 1, August 1, or November 1. (Please be aware that the admission deadlines for UAA may vary from those of the Department of Teaching and Learning. For financial aid purposes, applicants must adhere to the deadlines established for the UAA Undergraduate Application for Admission.)
2. Have a cumulative grade point average of 2.75 for the baccalaureate degree.
3. Successfully complete the Praxis I examination or other Alaska Early Education and Development (EED) approved basic competency exam requirement ([www.eed.state.ak.us/](http://www.eed.state.ak.us/) TeacherCertification). Contact the College of Education for current passing scores.
4. Submit an Interested Person Report.

*Note: Qualified applicants are accepted on a space-available basis. Admission to the Department of Teaching and Learning does not guarantee admission to the internship.*

### Admission to Internship

The Admission Committee has the responsibility of determining a candidate's readiness to enroll in and continue progress in methods and the internship. The candidate must realize that standards set forth below constitute minimum preparation, and it may be the judgment of the committee that the candidate needs further work to develop content, methodology, or classroom experience.

1. Meet all the requirements for and be admitted to the Department of Teaching and Learning as an Early Childhood Pre-K-Third Grade Post-Baccalaureate Certificate program candidate.

- Submit an application form for admission to methods and internship. Contact the College of Education for appropriate deadlines.
- Submit one letter of recommendation from someone who can speak to the applicant's potential as a future early childhood teacher.
- Demonstrate general content knowledge competency through successful completion of a baccalaureate degree and a passing score on the Praxis II (0011 or 0014 or other state approved). Contact the College of Education for details.
- Provide evidence of successful experiences working with children.
- Initiate fingerprinting and criminal background check.
- Provide evidence of current physical examination. This service is available free at the UAA Student Health and Counseling Center for current UAA students.
- Maintain health insurance throughout internship. Candidates may purchase this insurance through UAA.

*Note: Qualified applicants are accepted on a space-available basis. Admission to the Department of Teaching and Learning does not guarantee admission to the internship.*

## Academic Progress

All Early Childhood Pre-K-Third Grade Post-Baccalaureate Certificate courses must be completed with a grade of C or higher in order to obtain an institutional recommendation for teacher certification.

## Graduation Requirements

Candidates must complete the following graduation requirements:

### A. University Requirements

#### for Post-Baccalaureate Certificates

Complete the University Requirements for Post-Baccalaureate Certificates listed at the beginning of this chapter.

### B. Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

### C. Concentrations

There are three concentrations within the program leading to an Early Childhood Pre-K-Third Grade Post-Baccalaureate Certificate.

- Certification Route I:** This concentration is for applicants who have a baccalaureate degree and are seeking their initial teacher certificate. The certificate requires foundations coursework, early childhood major coursework, methodology coursework, and internship.
- Certification Route II:** This concentration is for applicants who have a baccalaureate degree and an Associate Degree in Early Childhood or a Baccalaureate in Early Childhood (non-licensure program).
- Certification Route III:** This concentration is for applicants seeking an early childhood endorsement on an existing teacher certificate.

#### Certification Route I (for applicants with a baccalaureate degree) (36 credits):

- Complete the following foundation area coursework (6 credits):  
*Field experience in early childhood programs may be required as part of the courses.*

EDFN A300	Philosophical and Social Context of American Education (3)	3
	or	
EDFN A304	Comparative Education (3)	
EDSE A212	Human Development and Learning (3)	3
	or	
EDEC A600	Contemporary Issues and Approaches in Early Childhood (3)	

- Complete the following early childhood major coursework (13 credits):
 

EDEC A242	Family and Community Partnerships	3
EDEC A407	Observation and Documentation in Early Childhood (4)	4
	or	
EDEC A607	Observation and Documentation: Inquiry in Action (4)	
	Complete two courses from the following:	6
EDEC A206	Integrated Curriculum for Young Children (3)	
EDEC A210	Guiding Young Children (3)	
EDEC A303	Young Children in Inclusive Settings (3)	
EDEC A408	Children's Literature: Early Childhood Years (3)	
	or	
EDEC A608	Analysis of Children's Literature: Early Childhood Years (3)	
EDEC A604	Responsive Practices in Early Childhood (3)	
EDEC A650	Leadership and Advocacy in Early Childhood (3)	
- Complete the following methodology requirements (6 credits):
 

EDEC A403	Mathematics and Science in Early Childhood	3
EDEC A404	Literacy for Young Children	3
- Complete the following internship and seminar requirements (11 credits):
 

EDEC A492	Early Childhood Seminar (1+1)	2
EDEC A495	Early Childhood Internship (3+6)	9*

*\*Special note: Completion of 9 credits required for degree and certification.*

Satisfaction of all major requirements, totaling 36 credits, must be demonstrated through coursework completed either before or after the award of the student's first baccalaureate degree. However a minimum of 24 approved credits, including EDEC A495, must be completed after the award of the baccalaureate degree.

#### Certification Route II (for applicants with a baccalaureate degree and an associate degree in Early Childhood or a baccalaureate in Early Childhood) (24-27 credits):

- Complete the following early childhood major coursework (7 credits):
 

EDEC A407	Observation and Documentation in Early Childhood (4)	4
	or	
EDEC A607	Observation and Documentation: Inquiry in Action (4)	
	Complete one course from the following (3 credits):	3
EDEC A408	Children's Literature: Early Childhood Years (3)	
	or	
EDEC A608	Analysis of Children's Literature: Early Childhood Years (3)	
EDEC A604	Responsive Practices in Early Childhood (3)	
EDEC A650	Leadership and Advocacy in Early Childhood (3)	
- Complete the following methodology requirements (6 credits):
 

EDEC A403	Mathematics and Science in Early Childhood	3
EDEC A404	Literacy for Young Children	3
- Complete the following internship and seminar requirements (11-14 credits):
 

EDEC A492	Early Childhood Seminar	2
EDEC A495	Early Childhood Internship	9-12**

*\*\*Internship credits will vary depending on past teaching experience.*



Satisfaction of all major requirements, totaling 24-27 credits, must be demonstrated through coursework completed either before or after the award of the student's first baccalaureate degree. However a minimum of 24 approved credits, including EDEC A495, must be completed after the award of the baccalaureate degree.

### Certification Route III (for applicants seeking an early childhood endorsement on an existing teacher certificate) (24-26 credits):

- Complete the following foundation area course work (3 credits):  
*Field experience in early childhood programs may be required as part of the courses.*

EDSE A212	Human Development and Learning (3)	
or		
EDEC A600	Contemporary Issues and Approaches in Early Childhood (3)	
- Complete the following early childhood major coursework (13 credits):
 

EDEC A242	Family and Community Partnerships	3
EDEC A407	Observation and Documentation in Early Childhood (4)	4
or		
EDEC A607	Observation and Documentation: Inquiry in Action (4)	
Complete two courses from the following:		6
EDEC A206	Integrated Curriculum for Young Children (3)	
EDEC A210	Guiding Young Children (3)	
EDEC A303	Young Children in Inclusive Settings (3)	
EDEC A408	Children's Literature: Early Childhood Years (3)	
or		
EDEC A608	Analysis of Children's Literature: Early Childhood Years (3)	
EDEC A604	Responsive Practices in Early Childhood (3)	
EDEC A650	Leadership and Advocacy in Early Childhood (3)	
- Complete the following internship and seminar requirements (8-10 credits):
 

EDEC A492	Early Childhood Seminar	1
EDEC A495	Early Childhood Internship	7-9**

*\*\*Internship credits will vary depending on past teaching experience.*

Satisfaction of all major requirements, totaling 24-26 credits, must be demonstrated through coursework completed either before or after the award of the student's first baccalaureate degree. However a minimum of 16 approved credits, including EDEC A495, must be completed after the award of the baccalaureate degree.

*Alaska certification note: If the candidate is seeking certification in the State of Alaska, the candidate must complete a state-approved Alaska studies course (3 credits) and Alaska multicultural course (3 credits). See [eed.alaska.org](http://eed.alaska.org) for more details.*

## Institutional Recommendation — Pre-K-Third Grade Teacher Certification

Following are the requirements for an institutional recommendation.

- All course requirements completed with a grade of C or higher.
- Cumulative GPA of 2.75 in the Pre-K-Third Grade Post-Baccalaureate Certificate courses.
- Passing scores on the Praxis I and II examinations or other EED approved highly qualified exam requirement ([www.eed.state.ak.us/TeacherCertification](http://www.eed.state.ak.us/TeacherCertification)).
- Internships satisfactorily completed.

## ELEMENTARY EDUCATION

*Professional Studies Building (PSB), Room 224, (907) 786-4412*  
[www.uaa.alaska.edu/coe/degrees](http://www.uaa.alaska.edu/coe/degrees)

### Post-Baccalaureate Certificate, Elementary Education (with Teacher Certification)

Those students who already have a baccalaureate degree may obtain an Elementary Education Post-Baccalaureate Certificate by completing the following requirements.

#### Program Student Learning Outcomes

Student outcomes for the program are based on the Standards for Alaska's Teachers located at [www.eed.state.ak.us/standards](http://www.eed.state.ak.us/standards) and the Association for Childhood Education International (ACEI) standards located at [www.acei.org](http://www.acei.org).

#### Admission Requirements

##### Admission to the University of Alaska Anchorage

See information on Post-Baccalaureate Certificate programs at the beginning of this chapter. Complete the UAA Undergraduate Application for Admission, available on the UAA website at [www.uaa.alaska.edu/admissions](http://www.uaa.alaska.edu/admissions).

##### Admission to the College of Education Department of Teaching and Learning

Admission to the Department of Teaching and Learning is a prerequisite for all education coursework with the exceptions of EDFN A101 Introduction to Education, EDFN A300 Philosophical and Social Context of American Education, and EDFN A304 Comparative Education. In order to be admitted to the Department of Teaching and Learning as an Elementary Education Post-Baccalaureate Certificate candidate, applicants must meet the following requirements:

- Complete a Department of Teaching and Learning, College of Education, application for admission to the Elementary Education Post-Baccalaureate Certificate Program by one of the following dates: March 1, August 1, or November 1. (Please be aware that the admission deadlines for UAA may vary from those of the Department of Teaching and Learning. For financial aid purposes, applicants must adhere to the deadlines established for the UAA Undergraduate Application for Admission.)
- Have a cumulative grade point average of 3.00 for the baccalaureate degree.
- Successfully complete the Praxis I examination and Praxis II: Elementary Content Knowledge examination. With the exceptions of EDFN A101 Introduction to Education, EDFN A300 Philosophical and Social Context of American Education, and EDFN A304 Comparative Education, students may not enroll in education courses without passing these examinations at the level established by the College of Education. Contact the College of Education for current passing scores.
- Submit an Interested Person Report.

*Note: Admission to the Department of Teaching and Learning is competitive. Qualified applicants are accepted on a space-available basis.*

##### Admission to Internship

The Admission Committee has the responsibility of determining a candidate's readiness to enroll in and continue progress in methods and the internship. The candidate must realize that standards set forth below constitute minimum preparation, and it may be the judgment of the committee that the candidate needs further work to develop content, methodology, or classroom experience.

- Meet all the requirements for and be admitted to the Department of Teaching and Learning as an Elementary Education Post-Baccalaureate Certificate candidate.



- Submit an application form for admission to methods and internship by February 15.
- Submit one letter of recommendation from someone who can speak to the student's potential as a future elementary teacher.
- Demonstrate general content knowledge competency through successful completion of a baccalaureate degree and a passing score on Praxis II: Elementary Content Knowledge. Contact the College of Education for details.
- Provide evidence of successful experiences working with children.
- Interview.
- Initiate fingerprinting and criminal background check.
- Provide evidence of current physical examination. This service is available free at the UAA Student Health and Counseling Center for current UAA students.
- Maintain health insurance throughout internship. Students may purchase this insurance through UAA.

*Note: Qualified applicants are accepted on a space-available basis. Admission to the Department of Teaching and Learning does not guarantee admission to the internship.*

## Academic Progress

All Elementary Education Post-Baccalaureate Certificate courses must be completed with a grade of C or higher in order to obtain an institutional recommendation for elementary teacher certification.

## Graduation Requirements

Candidates must complete the following graduation requirements:

### A. University Requirements for Post-Baccalaureate Certificates

Complete the University Requirements for Post-Baccalaureate Certificates listed at the beginning of this chapter.

### B. Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

### C. Major Requirements

It is recommended that candidates complete EDFN A101 Introduction to Education prior to enrolling in a 300-level education course.

- Complete the following core courses. (21 credits)  
*Field experience in public schools required as part of most courses.*

EDFN A300	Philosophical and Social Context of American Education (3)	3
	or	
EDFN A304	Comparative Education (3)	
EDFN A301	Foundations of Literacy and Language Development	3
EDFN A302	Foundations of Educational Technology	2
EDFN A303	Foundations of Teaching and Learning	3
EDSE A212	Human Development and Learning (3)	3
	or	
PSY A365	Child and Adolescent Development (3)	
EDSE A212L	Human Development and Learning Lab	1
EDSE A482	Inclusive Classrooms for All Children	3
MATH A205	Communicating Mathematical Ideas	3
- Complete the following method courses. Concurrent enrollment in an internship may be required. See Admission to Internship. (19 credits)
 

EDEL A327	Teaching Social Studies in	
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- |           |   |   |
|-----------|---|---|
|           | Elementary Schools  | 2 |
| EDEL A425 | Teaching Reading in Elementary Schools                                | 4 |
| EDEL A426 | Teaching Mathematics in Elementary Schools                            | 3 |
| EDEL A428 | Teaching Science in Elementary Schools                                | 2 |
| EDEL A430 | Teaching Language Arts in Elementary Schools                          | 3 |
| EDEL A431 | Creative Expression: Music, Art, and Drama for Elementary Teachers    | 3 |
| PEP A345  | Incorporating Health and Physical Activity into the Pre-K-6 Classroom | 2 |
- Complete the following internships. (9 credits)
 

EDEL A495A	Internship I	3
EDEL A495B	Elementary Education Internship (6-9)	6
  - Satisfaction of all major requirements, totaling 49 credits, must be demonstrated through coursework completed either before or after the award of the baccalaureate degree. However, a minimum of 29 approved credits, including the courses EDEL A495A and EDEL A495B must be completed after the award of the baccalaureate degree.

*Alaska certification note: If the candidate is seeking certification in the State of Alaska, the candidate must complete a state-approved Alaska studies course (EDFN A478 Issues in Alaska Native Education, K-12 or HIST A341 Alaska History or ANTH A200 Natives of Alaska is recommended).*

## Institutional Recommendation, Elementary Teacher Certification (K - 6)

Following are the requirements for an institutional recommendation:

- All course requirements completed with a grade of C or higher.
- Cumulative GPA of 3.00 in the Elementary Education Post-Baccalaureate Certificate courses.
- Passing scores on the Praxis I and II examinations.
- Internships satisfactorily completed.

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# COLLEGE OF HEALTH

## LEGAL STUDIES

*Consortium Library (LIB), Room 213, (907) 786-1810*

<http://justice.uaa.alaska.edu>

The UAA Justice Center, established by the Alaska Legislature in 1975, has a mandate to provide statewide justice-related education, research and service. The Justice Center is an interdisciplinary unit that provides undergraduate, graduate and professional education; conducts research in the areas of crime, law and justice; and provides service to government units, justice agencies and community organizations throughout urban and rural Alaska to promote a safe, healthy and just society.

The Justice Center offers a variety of programs that prepare students for work in law-related or public service fields. The core of each program is a foundational sequence of courses combining theoretical knowledge of the law with skills-based training in American legal practice.

### Legal Studies Goals

Students in all programs will acquire:

1. Broad-based knowledge achieved through general college education.
2. Exceptionally strong competency in critical thinking and in written and oral communication skills.
3. Clear understanding of the rules of ethics governing American judges, lawyers and paralegals.
4. Comprehensive legal vocabulary and understanding of judicial processes.
5. Operational knowledge of legal investigatory and discovery techniques.
6. Command of skills required for legal research, critical analysis and technical drafting.
7. Knowledge of theories of law, historical influences on the development of law and fundamental principles of substantive law.
8. Appreciation for the role of law in the allocation of public resources and regulation of social and economic relationships.

### Pro Bono Service Honors

The Justice Center awards Pro Bono Service Honors to those Legal Studies students who work toward improving access to justice by contributing volunteer service to Alaska legal aid agencies. Paralegal Studies Post-Baccalaureate Certificate students are eligible to graduate with Pro Bono Service Honors upon satisfactory completion of the following requirements:

1. Meet the catalog requirements for the certificate.
2. Complete 50 hours of volunteer hours with a legal services agency approved by the Legal Studies program coordinator.
3. Obtain written verification of hours of service from the legal service agency or agencies assisted.
4. Submit verification of service hours and written notice of intent to graduate with Pro Bono Service Honors to the Legal Studies program coordinator. The verification and notice must be received by the Legal Studies coordinator on or before the date established by the Office of the Registrar as the deadline to apply for graduation.

### Post-Baccalaureate Certificate, Paralegal Studies

The American Bar Association defines a paralegal as a person “who is employed or retained by a lawyer, law office, corporation, governmental

agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” The Post-Baccalaureate Certificate in Paralegal Studies is designed for students who have completed a baccalaureate degree and wish to continue their education. It provides students with the technical skills and specialized knowledge to work under the supervision of lawyers in federal and state agencies or court systems, in a variety of legal service settings, in private law offices or corporate legal departments, and in a multitude of other public and private organizations where familiarity with government regulation and legal processes is required. The program is approved by the American Bar Association.

*Note: Students obtaining a certificate are not authorized to provide direct legal services to the public. The program offers training for paraprofessionals who are authorized to perform substantive legal work under the supervision of a licensed attorney. The program does not train lawyers.*

## Program Student Learning Outcomes

Students graduating with a Post-Baccalaureate Certificate in Paralegal Studies will be able to:

- Produce superior university-level written documents and oral reports.
- Identify and accurately apply the rules of professional ethics governing lawyers and nonlawyer staff, and the rules governing the unauthorized practice of law in Alaska.
- Interpret and accurately apply legal terminology and foundational principles of substantive and procedural law in the analysis of legal issues.
- Develop and execute legal research plans using law library resources and commonly used legal research databases.
- Synthesize primary and secondary legal authorities and draft memoranda of legal analysis.
- Prepare legal investigation and discovery plans and draft legal pleadings that conform to the rules of civil procedure and incorporate standard techniques and resources for managing a case in litigation.
- Relate legal rules and doctrines to client problems in the performance of entry-level paralegal duties in a private law firm, public legal service agency, or law department.

## Admission Requirements

1. Students must meet the Admission Requirements for Post-Baccalaureate Certificates listed at the beginning of this chapter.
2. Students must have completed the equivalent of ENGL A111 with a minimum grade of C and (ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or ENGL A311 or ENGL A312 or ENGL A313 or ENGL A414 or ENGL A487) with a minimum grade of B.
3. Students must have a cumulative grade point average of 2.00 in their baccalaureate program.

## Advising

1. Students who have not completed the English prerequisites for admission to the program should begin their English coursework in their first semester.
2. Proficiency in the use of computers and standard office software is an important component of legal practice. Students are strongly encouraged to build their technological skills through coursework in Computer Information and Office Systems (CIOS), Computer Information Systems (CIS), or Computer and Networking Technology (CNT) as they progress through the program.
3. Campus restrictions for this program are enforced in accordance with American Bar Association Guidelines for the Approval of Paralegal Education Programs. Therefore, the certificate cannot be completed at extended campuses. Courses designated in this catalog as legal specialty courses may be taken only at the Anchorage campus.
4. Post-Baccalaureate certificates are subject to specific restrictions on the use of transfer credits. See UAA catalog for details.

5. Students interested in the Post-Baccalaureate Certificate in Paralegal Studies should consult a faculty advisor in the Justice Center before enrolling in Legal Studies courses.

## Certificate Requirements

1. Complete the following required core courses (21-24 credits):
 

LEGL A101	Introduction to Law	3
LEGL A215	Legal Ethics and the Role of the Legal Professional	3
LEGL A356	Legal Research, Analysis, and Writing	3
LEGL A367	Civil Procedure and Pretrial Practice	3
LEGL A377	Evidence, Investigation, and Discovery	3
LEGL A487	Trial and Advanced Litigation Processes	3
LEGL A495	Legal Studies Internship (3-6)	3
2. Complete one of the following Legal Studies elective courses (3 credits):
 

LEGL/ JUST A340	Family Law (3)	
LEGL/ JUST A352	Criminal Law and Procedure (3)	
LEGL A362	Contracts, Debt and Principles of Ownership (3)	
LEGL A380	Torts, Workers' Compensation and Insurance Law (3)	
LEGL A385	Health Care Law and Regulatory Compliance (3)	
LEGL A489	Legal Studies Senior Seminar (3)	

 Other upper division Legal Studies or Justice course with Legal Studies coordinator approval (3)
3. Students must achieve a minimum grade of C in each Legal Studies core course and in the selected Legal Studies and Justice electives. Courses may be repeated twice to improve grades.
4. All Paralegal Studies students must take the Legal Studies Exit Examination. There is no minimum score required for graduation.
5. Students must complete at least 24 approved semester credits earned after the posting of their previous degree.
6. A total of 24 credits is required for the certificate.

## FACULTY

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