

Kansas State University, College of Education  
Department of Curriculum & Instruction  
Requirements for Elementary and Secondary Education Majors  
**Professional Growth/Service to the Profession AND  
Educational Service to Youth and Families**

Forms can be downloaded at <http://coe.k-state.edu/ss/forms.htm>

**College of Education Vision:**

Preparing educators to be knowledgeable, ethical, caring decision makers.

There are two areas in this professional development component of your teacher preparation:

- ➔ Professional growth/service to the profession and
- ➔ Educational service to youth and families or caregivers.

In both areas, hours must be accrued while an undergraduate or graduate certificate student and may *not* be for pay or as a requirement for a class.

**1. Professional Growth/Service to the Profession**

- ➔ 20 hours required, with a minimum of 5 in each of the following categories:
- ➔ Professional growth: Attending professional/educational meetings, workshops, in-service programs and/or conferences.
- ➔ Service to the Profession: Working at educational/professional related events (e.g. Open House, Education Symposium, Telefund and other similar professional education events).

**2. Educational Service to Youth and Families:**

- ➔ 20 hours required, with a minimum of 10 hours **directly** with youth, including two hours with youth of diverse population(s). The National Council for Accreditation of Teacher Education has defined diversity as: Differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area.
- ➔ Examples for fulfilling this requirement of service to youth and families through education-related experiences include: supervising after-school programs or field trips; unpaid coaching or tutoring; helping in organizing or judging science fairs, FFA events, art exhibits or music festivals; helping with religious education; participating in community organizations which involve youth and/or their families or caregivers.

**PROFESSIONAL HOURS GUIDELINES:**

- The documentation process for professional hours is subject to the policies as outlined by the Kansas State University's Academic Integrity System. Falsification of documentation prior to the submission process is a violation of the Honor Pledge and will be handled as such. For more information on these policies see <http://www.ksu.edu/honor>.
- Documentation is to be submitted to the Curriculum and Instruction Department, Bluemont Hall 261, *by November 1 or April 1 of the semester prior to student teaching.*
- Students **must document experiences with verification forms signed by an organization contact** in both the professional growth/service to the profession and education service to youth and families. These forms may be supplemented by program brochures, meeting agendas, or registration receipts.
- If you have questions, please contact the Curriculum and Instruction Department, BH 261, 785-532-5904 or a COE faculty member.
- The forms for submission are available on second and third floor bulletin boards and Curriculum and Instruction Department office, Bluemont 261 and at <http://coe.k-state.edu/ss/forms.htm>.
- Current opportunities to fulfill these requirements can be found on the bulletin board outside

the Catalyst (on ground floor).