

**Agricultural Education
Credentials Program
California State University, Chico**

PLANNING GUIDE

**For
Single Subject Credential in Agriculture
and
Agriculture Specialist
Revised 11/23**

Table of Contents

How can I use this planning guide?	2
What does it take to teach agriculture in California high schools?	3
What coursework is required?	5 - 9
How can I fulfill the occupational experience requirement?	10
What steps should I follow to complete the program?	11
What is the Agricultural Education interview?	12
Appendix A – Sample Cover Letter and Resume’*	13-16
Appendix B -- Occupational Experience Form *	137
Appendix C -- Program Completion Checklist	17

Although every effort has been made to assure the accuracy of the information in this document, students who use this document should note that laws, rule, and policies change periodically, and these changes may alter the information contained herein. Not until your credential is cleared, you will be held responsible for any new requirements that might be imposed. It is recommended you visit the web site (www.csuchico.edu/educ) to further answer questions related to teaching credentials.

It is recommended that you contact the Agriculture Teacher Educator to assist you in planning your program. This document is simply to assist you!

How can I use this planning guide?

The purpose of this planning guide is to provide interested individuals with a description of the Agricultural Education Teaching Credential program as well as suggested step by step process for completion of the program requirements. Use this document as a planning tool to help you complete the program including the selection of courses throughout your undergraduate and graduate education.

Furthermore, some of this information will be submitted as an informational packet for the Agricultural Education Interview required as part of the credential program. Items marked with an "*" are part of the AGED interview packet. The forms can be completed and printed prior to your interview.

What does it take to teach agriculture in California high schools?

All teacher candidates must obtain teaching credentials from the California Teaching Commission to teach in public schools. The state of California requires two teaching credentials to teach Career Technical Education (CTE) agriculture courses in public high schools. They are:

- Single Subject in Agriculture
- Agriculture Specialist Instruction Credential

All candidates must therefore complete all the credential requirements outlined by the commission by completing an accredited Teaching Credential program. Typically, a teaching credential program is a post-baccalaureate program which means you complete the program after you earn a Bachelor's degree. Generally, it takes 2 semesters to complete both credentials if you have all the prerequisite courses completed.

- There are many requirements for the teaching credentials. For the purposes of this guide, we combined the requirements for both credentials, the Single Subject in Agriculture and Agriculture Specialist, into one program. Here is a description of all credential requirements:
Bachelor's Degree
- Passing results for the Basic Skills Requirement. This requirement can be fulfilled in a number of ways. Refer to the following website for more information about the Basic Skills Requirement options: <http://www.csuchico.edu/soe/credential/apps.shtml>
- Education coursework (See page 5 for a complete list of all prerequisite and program coursework)
- Specialist Instruction Credential (AGED) coursework (See page 5 for a complete list of all prerequisite and program coursework)
- Occupational Experience (See page 8 for a complete description of the occupational experience requirement)
- Minimal Grade Point Average (2.67 overall or 2.75 for the last 60 units taken)
- Complete a Certificate of Clearance (A background check). Packets can be secured in the Department of Education office – Tehama 101.
- Tuberculosis clearance (TB). Current students can take a Tuberculosis test at the CSU Chico Student Health Center at no cost. Plan to complete TB test during your junior or senior year to assure the results are current when you apply for the credential program.
- One letter of recommendation from an individual who can write to your potential to be a good teacher. Individuals such as past high school teachers, university professors, and/or employers are perspective providers of a letter of recommendation. Make sure the letter is written on official letterhead.

A program completion checklist can be found in the Appendix E.

The "official" credential program includes all the courses taken after you have been admitted into the teaching credential program. However, many courses and requirements can be completed prior to admission into the credential program during your Bachelor's degree – undergraduate program.

Therefore, it is most beneficial for interested individuals to meet with an Agricultural Teacher Educator/advisor very early in their academic experience to review the requirements and develop a plan to fulfill all requirements (freshman or sophomore year).

Teacher educators at CSU Chico are:

Dr. Mollie Aschenbrener
Office: Plumas 231
e-mail: maschenbrener@csuchico.edu

Dr. Thomas Henderson
Office: Plumas 208
Cell number: 559.393.1616
e-mail: tmhenderson@csuchico.edu

Dr. Alyssa Schager
Office: Tehama 261
Cell number: 916.275.4196
e-mail: aschager@csuchico.edu

Dr. Jessica Toombs
Office: Tehama 255
Cell number: 816.294.6572
e-mail: jmtoombs@csuchico.edu

What coursework is required?

Credential Program prerequisite courses (Flex Block I)

AGED 210*	Early Field Experience – Agriculture (In Lieu of EDTE 255)	2 units
EDTE 302	Access and Equity in Education	3 units
EDTE 451	Health Education for Secondary School Teachers	3 units
EDTE 530	Fundamentals of Teaching Practice	3 units
EDTE 534	Teaching Special Populations	2 units
ENGL 471	Theory/Practice of Second Language Acquisition	3 units
TOTAL		16 units

“Floater” courses”

(can be taken prior to or during the credential program)

POLS 155+	American Government: National, State and Local	3 units
CMST 131+	Speech Communication Fundamentals	3 units
or THEA 111	Introduction to Theatre	
Total		6 units

Specialist Credential courses

(These courses can be taken prior to or during the credential program. However, it is most efficient to take these courses as electives in a Bachelor’s degree program).

AGED 201*	Introduction to Agricultural Education	3 units
AGED 321*	Program Development in Agricultural Education	2 units
AGED 420*	Techniques in Vo-Ag Instruction	2 units
AGED 421*	Curriculum & Methods in Teaching Ag. Mechanics	3 units
Total		10 units

Credential program courses

Typical first semester coursework

EDTE 532	Literacy Development	3 units
EDTE 533	Subject Area Pedagogy I	3 units
EDTE 535	Teaching Practicum I	3 units
EDTE 580	Educational Psychology	3 units
Total		12 units

Typical second semester coursework

AGED 520	Student Teaching: Agriculture	10 units
AGED 521	Curriculum and Methods of Teaching Vocational Agriculture	3 units
Total		13 units

Practicum 1 inters should expect to follow a 3-semester academic plan (courses above spread over 3 semesters)

* - These courses can be used as electives in your B.S. major academic plan.

+ - The courses can be taken as General Education courses.

SAMPLE

College of Agriculture Major Planning Form

Bachelor of Science Degree in Agriculture Option in: *Agricultural Science and Education*

Lower Division Agriculture Core:

Complete all courses in core

<input checked="" type="checkbox"/>	Course Number & Title	Units
	ABUS 101 – Introduction to Agricultural Business and Economics	3.0
	AGET 150 – Agricultural Machine Systems	3.0
	AGRI 180 – University Experience	1.0
	ANSC 101 – Introduction to Animal Science	3.0
	PSSC 101 – Introduction to Plant Science	3.0
	PSSC 250 – Introduction to Soil Science (FA)	3.0
	<i>1 Course selected from</i> ABUS 231 – Computer Applications in Agriculture or ABUS 261 – Farm Accounting	3.0
	<i>1 Course selected from</i> ANSC 120 – Livestock Skills (S ₂) or ANSC 230 – Animal Feeds and Nutrition	3.0
	<i>1 Course selected from</i> CHEM 107 - Chemistry for Applied Sciences or CHEM 111 - General Chemistry	4.0

Lower Division Agriculture Electives:

Select 6 units of any lower division courses under AGRI, AGET, ANSC, PSSC, or ABUS. Choose in consultation with your advisor. (Subject Matter Competency requires 3 elective units of PSSC and ABUS & 5 elective units of AGET to be completed either in lower division or upper division electives)

<input checked="" type="checkbox"/>	Course Number & Title	Units

Upper Division Agriculture Core:

<input checked="" type="checkbox"/>	Course Number & Title	Units
	AGRI 305 – Agricultural Genetics and Biotechnology	3.0
	AGRI 482W – Agricultural Issues (W)	3.0
	<i>1 Course selected from</i> AGRI 331 – Agricultural Ecology PSSC 330 – Rangeland Resources and Management PSSC 363 – Forage Crops (INQ)	3.0

Upper Division Core Electives:

Select 6 units of any upper division courses under AGRI, AGET, ANSC, PSSC, or ABUS. Choose in consultation with your advisor. (Subject Matter Competency requires 3 elective units of PSSC and ABUS & 5 elective units of AGET to be completed either in lower division or upper division electives)

<input checked="" type="checkbox"/>	Course Number & Title	Units

Core Courses: Option in Agricultural Science and Education

Complete all courses in core

<input checked="" type="checkbox"/>	Course Number & Title	Units
	AGED 201 - Introduction to Ag Education (FA)	3.0
	AGED 210 – Directed Field Experience	2.0
	AGED 321 – Program Development in Ag Education (SP)	2.0
	AGED 420 – Techniques in Vocational Ag Instruction (SP)	2.0
	AGED 421 – Curriculum & Methods in Teaching Ag Mechanics (FA)	3.0
	EDTE 302 – Access and Equity in Education	3.0

	EDTE 451 – Health Education for Secondary School Teachers	3.0
	EDTE 530 – Fundamentals of Teaching Practice for Secondary Teachers	3.0
	EDTE 534 – Teaching Special Populations	2.0
	ENGL 471 – Intensive Theory & Practice of Second Language Acquisition	3.0

Additional Option in Agricultural Science and Education Course Requirements

Any combination of 9 upper division courses in AGET, AGRI, ANSC, PSSC or ABUS. Choose courses in consultation with your advisor to meet the subject matter competency area of specialization requirements.

<input checked="" type="checkbox"/>	Course Number & Title	Units
		3.0
		3.0
		3.0

Total Major Units Needed: 82

Total Major Units Taken: _____

Note for Graduation Requirements:

Work closely with your advisor to ensure that the 120 unit graduation requirement is met.

Subject Matter Competency is required to receive the two credentials in agricultural education. The CCTC has established new opportunities to meet the criteria.

Course Work (Wavier)*	CSETS*	Agricultural Degree
Coursework must include plant science (8 units), animal science (8 units), ag business (8 units), ag mechanics (8 units) and natural resources (3 units)	Three exams that demonstrate knowledge of each of the agricultural domains	Any Bachelor’s degree from an accredited California University that includes the name <i>Agriculture or Agricultural</i> .

*Could be a combination of coursework and CSET Exams.

SPECIALIZATION

Additionally, the CCTC requires an area of specialization for the Agricultural Specialist Credential. This requires the candidate to demonstrate advanced knowledge in one of the following agricultural domains: animal science; plant and soil science; ornamental horticulture;

agricultural business management; environmental science and natural resource management; or agricultural systems technology. There are three methods that can be utilized to demonstrate this advanced knowledge:

Specific Degree	Course Work beyond Subject Matter Competency	Occupational Experience Beyond Subject Matter Competency
-possession of a baccalaureate degree with a major in one of the six domains listed above or in a field closely related to one of those domains	-verification of subject matter competence as required for the single subject credential in agriculture, plus a minimum of nine semester units or twelve quarter units of college coursework in one of the domains listed above	-verification of subject matter competence as a required for the single subject credential in agriculture, plus 1,000 hours of occupational experience in one of the domains listed above**

**Occupational experience hours utilized for the specialist may also be applied to the occupational experience requirement to receive the ag specialist credential.

How can I fulfill the occupational experience requirement?

All candidates desiring to obtain a credential in the agricultural cluster of Career Technical Education must document occupational experience in the agriculture industry. The occupational experience requirement consists of either:

- A minimum of 2,000 hours of either paid or voluntary experience, the entirety of which must be completed after graduation from high school; or,
- A minimum of 3,000 hours of either paid or voluntary experience, of which a maximum of 1,500 hours may be accrued prior to graduation from high school.

Additionally:

- One or more of the occupational experiences provide an opportunity for the candidate to develop an understanding of and experience in employer/employee interactions.
- One or more of the occupational experiences provide an opportunity for the candidate to gain knowledge, skills and concepts concerning employment in agricultural occupations that can be integrated into the agricultural classroom.
- Summer, full or part-time, FFA, 4-H, college enterprise projects, or work at the various units may be counted as part of the one-year post high school experience.
- The Agriculture Education Program Coordinator in consultation with the Agriculture Education Advisory Committee evaluates and approves the appropriateness of occupational experience.

What steps should I follow to complete the program?

- Step #1: Meet with an Agricultural Education teacher educator/advisor (See list on page 4 of the planning guide) as soon as you begin thinking about becoming an agriculture teacher. Review the credential requirements and develop an action plan under the direction of an advisor.
- Step #2: Enroll in as many credential courses as possible during your undergraduate program. Begin by enrolling in AGRI 201 – Introduction to Agricultural Education. Choose other courses from sections A. – C. on page 7 of this document.
- Step#3: Gain as much occupational and agricultural education experience as possible during your undergraduate experience. See advisor and check Agricultural Education bulletin board for available opportunities.
- Step #4: Two semesters prior to entry into the Teaching Credential program, schedule an Agricultural Education Interview (Contact the Credential Coordinator for details regarding the interview).
- Step #5: During the final semester of your Bachelor’s degree plan, apply for Graduate School. The online application can be found at csumentor.edu. Copy the confirmation form at the end of the application to include in your Credential program application. You must apply for Graduate School before you can apply for the teaching credential program. Therefore use the following due dates as a guideline:
Apply for Graduate School before March 1 for fall admission
Apply for Graduate School before October 1 for spring admission.
- Step #6: During the final semester of your Bachelor’s degree plan, apply for the Single Subject Credential Program through the CSUC Department of Education. Information about the credential program, the application packet and directions for application completion can be found at <http://www.csuchico.edu/soe/credential/single-sub/ss-cred/>

Due dates are:

- ✓ Application due on March 1 for fall admission
- ✓ Application due on October 1 for spring admission.

What is the Agricultural Education interview?

Each candidate must be formally admitted into the Agricultural Specialist Credential program. The process involves participating in an interview conducted by members of the Agricultural Education Advisory Committee. The interview panel determines the admission status of each candidate.

Another purpose for the interview is to ensure that candidates are prepared to enter the Single Subject Teaching Credential program.

Interviews will be conducted every fall semester. The program coordinator will help you prepare for the interview. Candidates will receive advanced notice of upcoming interview dates and times.

Furthermore, you will receive an interview tip sheet.

One week prior to your scheduled interview, submit your interview packet to the program coordinator. As noted previously in this document, portions of the planning guide will be used as an interview packet. **The packet includes items marked with an “*” in this guide. Other components of the interview packet include:**

- ✓ Cover letter (1 page maximum) describing why you want to become an agriculture teacher (See sample in this planning guide).
- ✓ Copies of the letters of reference used for your credential application
- ✓ Subject Matter Waiver Form (Found in this planning guide).
- ✓ Occupational Experience Form (Found in this planning guide).
- ✓ Professional Resume' (See sample in this planning guide).

Appendix A -- Sample Resume'*

Your Name

Your address

Your e-mail address

Your telephone number

Education

California State University, Chico

Bachelor of Science in Agriculture, with option in Science and Education

Overall GPA: 3.70

Graduated: 20xx Magnum cum Laude

Your High School

High School Diploma

Four year program completer

Introduction to Agriculture, Welding 1, Project Construction, Agriculture Government and Economics, Agriculture Leadership

Welding, and Market Hog SAE projects, Chapter officer, Parliamentary Procedure

Teaching

Student Teaching

Some High School

Taught Welding 1B for Spring 20XX Semester

Observed Welding 1B, ROP Project Construction, Floral Design, and Agriculture Business

Substitute Teaching

Some High School

Welding 1B, ROP Project Construction

Plant and Soil Science, Floral Design, Environmental Horticulture

Leadership Training

20XX-20XX: Superior Region FFA, Chapter Officer Leadership Conference Trainer

20XX-20XX: Stanislaus- Tuolumne Camp Sylvester, Chapter Officer Leadership Conference Trainer

Coaching

Somewhere Youth Football Organization

Two years assistant coach, two years head coach

Selected coaching staffs, developed program and plays, organized and ran practices, called plays from sideline.

Worked with parents on a daily basis

Industry Experience

20XX-Present California State University, Chico Farm..... Chico, CA

Student Mechanic

Metal fabrication

Repaired farm implements using a variety of welding techniques as well as constructed new equipment

Equipment service and maintenance

Performed routine service of equipment and basics repairs

Equipment restoration

Restored antique tractors for display/use on the farm

20XX-20XX Silver Dollar Fairgrounds Livestock Department Chico, CA

Livestock Barn Manager

Facility Coordination

Organized location of species groups, and setup of animal stalls

Insured livestock facility safety and cleanliness for exhibitors and visitors

Monitored livestock stall cleanliness, setup public sanitary stations

Worked with livestock loading crew

Helped organize and load livestock after livestock sale

20XX Wilbur-Ellis, Glenn Fertilizer Willows, CA

Seasonal Field Monitor

Set insect traps in fields and monitored insect populations

Monitored insect areas from Princeton to Red Bluff

Developed daily reports for Pest Control Advisors

Summarized insect findings and created reports using Microsoft Excel

Took leaf samples in prunes and almond orchards

Took leaf cuttings to help analyze nutrient deficiency

20XX- 20XX Chico State Research Foundation Chico, CA

Student Mechanic

Development and layout of project plans

Met with project advisors to develop project needs and specifications

Metal fabrication

Welded and constructed metal portions of experimental olive harvesters

Project construction

Constructed experimental olive harvesting equipment from project plans

20XX-20XX Chico Farm and Orchard Chico, CA

Student Mechanic

Assembled new equipment

Compact tractors, mowers, small implements

Serviced equipment

Performed routine services on tractors and engines

Performed basic repairs to equipment

Worked with shop mechanics to complete repairs to equipment.

Leadership/ Activities:

- 20XX-20XX CSU, Chico FFA Field Day, Ag Mechanics Sub Contest Chairperson
- 20XX-20XX CSU, Chico FFA Field Day, Small Engines Coordinator
- 20XX-20XX California State FFA Leadership Conference, Backstage Crew
- 20XX-20XX North Valley Section FFA Parliamentary Procedure Contest Judge

Clubs/ Activities:

- 20XX-20XX Phi Kappa Phi, National Honors Fraternity, Member
- 20XX-20XX Chico Portuguese Club, Member
- 20XX-20XX Vintage Iron Antique Tractor Club, Member

Awards:

- 20XX National Agriculture Education Regional Poster Contest, 3rd Place (Conducted research concerning teacher preparation in Agricultural Mechanics)
- 20XX CSU, Chico College of Agriculture Star Student in Agriculture Education
- 20XX-20XX CSU, Chico College of Agriculture Student Award
- 20XX-20XXX CSU, Chico College of Agriculture Dean's List
- 20XX-20XX American FFA Degree Recipient
- 20XX-20XX Bank of America Award Winner

References:

Dr. Professor
Professor
California State University, Chico
(530) XXX - XXXX
email address

Mr. Employer
Shop Foreman
California State University, Chico
(530) 898-XXXX
email address

Mr. High School Ag Teacher
Agricultural Mechanics Teacher
Some High School
(530) XXX - XXXX
email address

Mrs. Administrator
Principal
Another Junior High
(530) XXX - XXXX
email address

Name
Email Address
Mailing Address
Telephone Number(s)
Date

Mr. /Dr. Administrator
 High School
Address
City, CA Zip

Dear Dr. Administrator,

Please accept my resume in consideration for your position as Agricultural Mechanics Instructor. I am a graduate of California State University, Chico with a Bachelor's Degree in Agricultural Science. In addition to my efforts in the classroom, my college experience includes a variety of jobs that demonstrate my work ethic, communication skills as well as my mechanical skills in the field of agricultural production. These real-world experiences in the agricultural industry and in the classroom have prepared me for the position of Agricultural Mechanics instructor and to be a contributing member of your team of Educators.

My most notable jobs within the Agricultural Mechanics industry included working for Porter's Welding, Inc. There, I gained valuable insight about production welding. Crafting farm implements such as scrapers, rippers, and floats required me to deepen my understanding of Gaseous Metal Arc Welding (GMAW) and forced me to extend my skill set; moreover, I observed the company's business protocols that fortify the production end of the business. This experience has shaped my perspective on what an authentic school-to-work curriculum should encompass. Lastly, my experience as a field technician for the Crops Unit at the California State University, Chico School Farm, I practiced my mechanical skills repairing farming implements such as auger headers on harvesters, as well as develop my expertise in production agriculture and help harbor my values in the agricultural curriculum.

Recently, I gained outlooks within the classroom as a student teacher at _____ High School in which I took my past experience in the agricultural industry and taught the values of agriculture in several Agricultural Mechanic, Agricultural Science, and Plant Science classes. Along with educating in the classroom, I spent time outside class coaching a team of FFA Creed speakers and the School's first Agricultural Welding team.

These real-world experiences in the agricultural industry coupled with my classroom demonstrations have prepared me for positions as an agricultural mechanics instructor. In addition to the information provided on my resume and in the letter, I will gladly put you in touch with former supervisors, principals, and cooperating teachers who will validate my skills and abilities as described above. If hired I will demonstrate unbridled enthusiasm for your district. I appreciate your consideration.

Sincerely,

Name

Your Name: _____ **Student ID #** _____

Appendix B -- Occupational Experience Form*

List chronologically (with last experience first) your agricultural experience (paid or unpaid) to date.

Note: 2000 hours = 1 year full-time employment.

Name & Address of Employer	Nature & Scope of Occupational Experience	Dates		Number of Hours	
		From	To	Paid	Unpaid
TOTAL HOURS					

Appendix C -- Program Completion Checklist

Timeline	Semester/Year		Requirement	Required for Credential Program Application
	Planned	Completed		
Throughout program			Cumulative GPA - 2.75 for the last 60 units or 2.67 overall	X
First semester of senior year			Certificate of Clearance	X
Fall Semester of Junior Year			Agriculture Education Interview (contact Agriculture Education Coordinator for details)	
During your B.S. degree			Pre Requisite courses completed	X
Two semesters before graduation			One letter of Recommendation. The letter must be written from someone who can speak to your potential to be an effective teacher. The letter must be written on official letterhead.	X
See due dates in requirement column			Application for Teacher Education Program. Credential and Graduate School Applications are due in the Graduate School, Tehama 209, by 4:00 PM on March 1 for Fall and September 15 for Spring admission (If you have questions regarding the application process contact the Department of Education at 530.898.6421). The applications and instructions can be downloaded from http://www.csuchico.edu/soe/credential/single-sub/ss-cred	X
March 1st - Fall admission Oct. 1st Spring admission			Apply to Graduate School (Confirmation form from Graduate School Application required for Credential Program Application)	X
During your B.S. degree			Courses required for the Specialist in Agriculture Credential complete	
			Credential completed	