

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

PLANNING GUIDE

**For
Single Subject Credential in Agriculture
and
Agriculture Specialist
Revised 4/13**

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
How do I demonstrate subject matter competence?.....	6
How can I fulfill the occupational experience requirement?	8
What steps should I follow to complete the program?.....	9
What is the Agricultural Education interview?	10
Appendix A -- Occupational Experience Form*	12
Appendix B -- Subject Matter Waiver Form*	13
Appendix C -- Sample Resume'*	14
Appendix D -- Program Completion Checklist.....	17
Appendix E -- Single Subject Credential Program Subject Matter Competence Progress Form	18

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. This document is available online in WORD format at:

<http://www.csuchico.edu/ag/current-students/graduation-forms.shtml>.

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 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' 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
- California Basic Educational Skills Test (CBEST). See the CBEST web site for test dates, times and locations as well as registration information - www.cbest.nesinc.com
- Education coursework (See page 5 for a complete list of all prerequisite and program coursework)
- Specialist 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)
- One year of high school foreign language or 1 semester of foreign language at the college level.
- 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).

Currently, the teacher educators here at CSU Chico are:

Dr. Mollie Aschenbrener

Office: Plumas 215

Office telephone number: 530.898.4568

Dr. Brad Dodson, Credential Coordinator

Office: Plumas 211

Office telephone number: 530.898.6170

Dr. Mike Spiess

Office: Plumas 213

Office telephone number: 530.898.4554

What coursework is required?

Credential Program prerequisite courses (Flex Block I)

AGED 210*	Early Field Experience – Agriculture (Equivalent to EDTE 255)	2 units
EDTE 302	Access and Equity in Education	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		13 units

“Floater” courses”

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

HCSV 451	Health Education for Secondary School Teachers	3 units
POLS 155+	American Government: National, State and Local	3 units
CMST 131+ or THEA 111	Speech Communication Fundamentals Introduction to Theatre	3 units
Total		9 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

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

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

How do I demonstrate subject matter competence?

To teach agriculture courses, candidates must verify a basic knowledge of the various areas (domains) of agriculture. The domains of agriculture include:

- Animals Science
- Plant and Soil Science
- Ornamental Horticulture
- Agricultural Mechanics (Agricultural Systems Technology)
- Agribusiness and Economics
- Natural Resources (Environmental Science and Natural Resource Management)

There are two ways to verify subject matter competence (SMC).

- Passage of the CSET (California Subject Examination for Teachers) Agriculture Exam. Information regarding the exam can be found on the CSET web site at www.cset.nesinc.com/
- Or completion of the CSU Chico approved Subject Matter Competence waiver program which is to take coursework in the domains within agriculture. Candidates must also verify a “deeper” knowledge of one of these areas within agriculture by declaring an area of specialization from the list of domains listed above. Nine additional semester units must be taken in the specialization area.

The Subject Matter Waiver form, found as Appendix B can help to plan and verify subject matter competence courses taken in each domain.

When it has been determined that the candidate has fulfilled the occupational experience requirement, the program coordinator and candidate complete the Single Subject Credential Program Subject Matter Competence Progress Form A copy of the form is included in the document as Appendix E.(See the program coordinator for the actual form to be submitted to the Department of Education as part of your teaching credential program application packet).

Below is a list of recommended courses for the Subject Matter Competency waiver option. The courses listed below may be used as a guide in planning which courses you take to meet your subject matter competency requirement. The courses listed under the required column are required as part of the B.S. degree, those listed as Elective many be used as electives in the degree program. A total of 45 units are required. Transfer students may use transferable subject matter courses taken at a community college to meet these requirements.

Course	Units	Required*	Elective
<u>Animal Science: Choose 8 units minimum</u>			
ANSC 101 (GE B2) -- Introduction to Animal Science	3	X	
ANSC 230 -- Animal Feeds and Nutrition	3		X
ANSC 271 – Principals of Beef Production	3		X
ANSC 272 – Sheep Production and Management	3		X
ANSC 273 – Sheep Production and Management	3		X
ANSC 274 – Principals of Dairy Production	3		X
ANSC 301 -- Intermediate Animal Systems	3		X
AGRI 305 -- Agri Genetics & Biotechnology	2	X	
<u>Plant, Soil Science and Ornamental Horticulture: Choose 8 units minimum</u>			
PSSC 101 (GE B2) -- Introduction to Plant Science	3	X	
PSSC 250 -- Introduction to Soil Science	3		X
PSSC 274 – Greenhouse Management	3		X
PSSC 266 – CA Orchard Prod & Mgmt	3		X
AGRI 305 -- Agri Genetics & Biotechnology	2	X	
<u>Agricultural Mechanics: Choose 8 units minimum</u>			
AGET 120 – Intro to Ag Mechanics	3		X
AGET 150 – Ag Machine Systems	3	X	
AGET 360 – Irrigation	3		X
PSSC 309A & B – Directed Work in Row Crops	2		X
<u>Natural Resources: Choose 3 units minimum</u>			
AGRI 331 -- Agricultural Ecology	3	X	
PSSC 330 - Rangeland Resources/Management	3		X
<u>Agricultural Business: Choose 8 units minimum</u>			
ABUS 101 (GE D1) -- Intro to Ag Business/Economics	3	X	
ABUS 261 -- Farm Accounting	3		X
ABUS 231 – Computer Apps in Agriculture	3		X
ABUS 321 -- Agribusiness Management	3		X
Specialization (9 units) must be taken in one of the following areas (ANSC, PSSC, AGET, ABUS) or other area approved by your advisor:			

* Required for the Agriculture Degree Option in Agriscience and Education

How can I fulfill the occupational experience requirement?

As agriculture is one of the Career Technical Education clusters, all candidates must have gained 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 February 15th for fall admission
Apply for Graduate School before September 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 1st for fall admission
- ✓ Application due on September 15 for spring admission.

What is the Agricultural Education interview?

Each candidate must also be formally admitted into the Agricultural Specialist Credential program. There is no application for this 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 interviews is to insure that our candidates are prepared to enter the Single Subject Teaching Credential program.

Interviews will be conducted approximately every 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 and
- ✓ Unofficial transcripts from all post-secondary institutions attended.
- ✓ 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).

Name
Email Address
Mailing Address
Telephone Number(s)
Date

Mr. /Dr. Administrator
X 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 you consideration.

Sincerely,

Name

Appendix A -- 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 B -- Subject Matter Waiver Form*

Waiver program in agriculture (courses approved by advisor)

Course**	Semester Units	Semester taken/or to be taken
A. Animal Science Courses (8 minimum semester units)		
TOTAL		
B. Plant, Soil Science and /or Horticulture Courses (8 minimum semester units)		
TOTAL		
C. Agricultural Mechanics Courses (8 minimum semester units)		
TOTAL		
D. Agricultural Business and Economics Courses (8 minimum semester units)		
TOTAL		
E. Natural Resources (3 minimum semester units)		
TOTAL		
E. Specialization (9 units) must be taken in one of the following areas (ANSC, PSSC, AGET, ABUS) or other area approved by your advisor:		
TOTAL		
GRAND TOTAL (45 units minimum)		

* One-quarter unit equals two-thirds of a semester unit.

** For courses taken at outside Chico State indicate the course number (ex. ABUS 100), the title, and the institution.

Appendix C -- 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

Appendix D -- 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
Junior Year			CBEST (must be taken before entry into credential program)	X
First semester of senior year			Certificate of Clearance	X
Two semesters before graduation			Agriculture Education Interview (contact Agriculture Education Coordinator for details)	
During your B.S. degree			Flex Block I 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
High school or first two years of college			Foreign Language Requirement. Several options to fulfill this requirement including successfully completing 1 year of high school foreign language or 1 semester at the college level.	
Feb. 15 - Fall admission Sept. 1 st - 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	
During your B.S. degree Two semesters before graduation			Subject matter competency complete (Complete the Single Subject Credential Program Subject Matter Competence Progress Form)	X
			Credential completed	

Appendix E -- Single Subject Credential Program Subject Matter Competence Progress Form

CALIFORNIA STATE UNIVERSITY, CHICO
School of Education • Tehama 101 • Zip 222 • 898-6421
SINGLE SUBJECT CREDENTIAL PROGRAM
SUBJECT MATTER COMPETENCE PROGRESS FORM

Student Name _____ ID# _____

Email: _____ Phone: _____

Graduation semester _____ Degree from: _____

SUBJECT: Agriculture

Adviser Name (please print) _____

Please review this applicant's record and certify that he/she:

Is Subject Matter Competent

(Definition of Subject Matter Competency: An individual who completed the approved SMC program and meets the program response to California Single Subject Matter Standard 7, Assessment of Subject Matter Competence.)

Has not completed the subject matter program but is making adequate progress. Upon successful completion of the course of study indicated below, the applicant will meet requirements to be subject matter competent and is recommended as such.

Course No.	Course Title	Units	To Be Taken	Grade, when complete
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Is not subject matter competent and is not making adequate progress.

If you have additional information about this student, including personal characteristics consistent with teacher potential, that will assist the Professional Education Program in making an admission decision, please describe on back of form.

Subject Matter Adviser Signature

Date

CSU Chico Credential Analyst (required for other institutions)

Date