

# Overview



In September 2002 a new credential program was launched in San Francisco. The Bay Area Teacher Training Institute (BATTI) is an alternative credential program for paid elementary school teachers formed and supported by a coalition of Bay Area independent schools. Under the sponsorship of San Francisco State University and based on the successful high school model of the Bay Area Teachers Center, the program offers classroom teachers the opportunity to receive a California Multiple Subject Credential through San Francisco State University while working as assistant, intern, or full-time teachers.

The institute is designed to serve paid assistant or “intern” teachers from a coalition of independent, parochial, and charter schools, and is open to all candidates interested in receiving excellent training, attending lively and inspiring seminar classes, and gaining a multiple subject credential that will qualify them to teach in any California public or private school, in elementary school or in a core program of middle school. Our program provides supervision to credential students in addition to the guidance the assistants receive from their mentor teachers.

Classes are held at a convenient location at one of the coalition schools in San Francisco or the East Bay. The coalition schools include K.D. Burke, Cathedral, Hamlin, Marin Country Day School, Town, San Francisco, San Francisco Day, San Francisco Friends, Live Oak, and Stuart Hall. In the East Bay, coalition schools include Bentley, Berkeley Montessori, Berkwood-Hedge, Head-Royce, Park Day, Prospect Sierra, Redwood Day, Seven Hills, and St. Paul’s Episcopal Schools.

In all five semesters of the two year program, students take two late afternoon classes each week and once a month Saturday seminar-style classes with their cohort of 20–35 fellow students, while working as assistant, intern, or head teachers. They also spend one morning each week in a local public school, gaining valuable experience in that setting. During the summer after the first two semesters, students do student teaching in a public school setting, while continuing with their education classes.

The program consists of 38 semester units, including nine units of supervised classroom teaching. Nine of these units are transferable to a masters program at SF State, if the student chooses to continue enrollment to pursue that degree.

The cost of the 21-month program is approximately \$13,250. Financial aid is available through a variety of sources, including San Francisco State University and U.S. government grants including the Americorps program.

The institute seeks to help diversify the teaching ranks. We offer a friendly and professional program. Small seminars with excellent instructors and close supervision from thoughtful, experienced supervisors create an atmosphere of reflection, collegiality, and support that will attract good teachers to the profession and help them thrive.

#### *For more information:*

Contact	Bob Houghteling, Executive Director
Address	6134 Harwood Avenue Oakland CA 94618
Telephone	510-655-2944
E-Mail	battiintern@yahoo.com
Web	<a href="http://www.ba-tti.org">www.ba-tti.org</a>

# Public School Experience



While BATTI students' major experience is in the school that hires them, they get 60–75 hours of experience during the first year and 90 hours during the summer in the public schools. About half of our graduates teach in public schools.

During the first year of paid work, students will be assigned to work in a public school convenient to their school or home. They will be matched to a grade level of their interest or a grade level that can fulfill a state requirement for practice with lower and upper elementary grades. They will work with an experienced mentor teacher and their classrooms will have at least one-third English learners.

BATTI students become regular volunteers, or Observer/Participants, serving on a regular basis, for example every Wednesday for 20 weeks from September to April from 8:30 to noon. In addition, they are required to arrange to spend four full days in their public school classroom, either during their private school's professional development days, or during their private school's February vacation. They are required to keep a log of those hours, and they will ask their public school supervising teacher to sign that log as well as a written evaluation of their progress.

BATTI students will serve as Observer/Participant volunteers in different ways. In the first one or two meetings, the BATTI student will be observing the classroom and getting to know students' names and personalities. After this initial get-acquainted period, BATTI students will be leading small groups, reading aloud to students, or helping out with art, science, and similar hands-on projects. Working one-on-one with English learners is the single most important experience that BATTI students will gain from their public school placement.

BATTI students will need to fulfill university course requirements, for example, by interviewing one of their public school students, teaching a lesson to the class, or observing the teaching of a topic that is covered in one of their content courses. In all such cases, the student will ask permission from the supervising teacher to fulfill one of these assignments.

Each of our BATTI students has much to gain from seeing a vibrant public school community in action, watching a master teacher create an effective classroom community, and helping teach students from different language and socioeconomic groups.

We sincerely hope that BATTI students will be effective volunteers at their host schools, will bring back good ideas to their private schools, and will become advocates for public school education. Our hope is that successful public school teaching experiences will lead many of our students to a full-time career in the public school world.

# Getting Hired



The following is a list of schools that presently have BATTI interns or have hired them in the past. These schools all hire intern teachers, all have participated as BATTI members, and are supportive of BATTI's philosophy.

**IT IS YOUR RESPONSIBILITY TO FIND YOUR PLACEMENT.** When you come to one of our introductory sessions, you will receive a very important and helpful list of schools, contact names and information to get you started.

The application process for these intern jobs begins in February and, for some schools, ends as late as July. You begin by sending a cover letter and resume to the schools of your choice.

BATTI will assist you by communicating your qualifications to the schools. After BATTI's application process is complete, and you have been accepted to the program, the director becomes your placement counselor by sending the schools a biographical profile highlighting your strengths, and including a summary of your recommendations.

You may also find a job at a similar elementary school that is not yet connected to BATTI and still be a part of the BATTI program.

## COALITION SCHOOLS

- Aurora School (Oakland)
- Bentley School (Oakland)
- Berkeley Montessori School
- Berkwood-Hedge School (Berkeley)
- Black Pine Circle School (Berkeley)
- Carey School (San Mateo)
- Cathedral School for Boys (SF)
- Children's Day School (SF)
- Chinese-American International School (SF)
- Convent of the Sacred Heart (SF)
- Corpus Christi School (Oakland)
- Gideon Hausner Jewish Day School (Palo Alto)
- Civicorps Charter School (Oakland)
- Hamlin School for Girls (SF)
- Head-Royce School (Oakland)
- Katherine Delmar Burke School (SF)
- Kittredge School (SF)
- Live Oak School (SF)
- Marin Country Day School (Corte Madera)
- Marin Horizon School (Mill Valley)
- Mount Tamalpais School (Mill Valley)
- Nueva School (Hillsborough)
- Park Day School (Oakland)
- Prospect Sierra School (El Cerrito)
- Redwood Day School (Oakland)
- St. Mark's School (Novato)
- St. Paul's Episcopal School (Oakland)
- San Carlos Charter Learning Academy (San Carlos)
- The San Francisco School (SF)
- San Francisco Day School (SF)
- San Francisco Friends School (SF)
- San Francisco Friends School (SF)
- Seven Hills School (Walnut Creek)
- Town School for Boys (SF)
- Trinity Episcopal School (Menlo Park)
- Windrush School (El Cerrito)

# Principles and Goals



**B**ATTI held its first class on August 29th, 2002 with its charter cohort of 20 students embarking on the original two year program. From the beginning, educators at the coalition of independent schools and San Francisco State University were in agreement on a number of principles which created the foundation of the program.

1. We aim to provide the best possible teacher education program to new teachers, primarily independent school assistant teachers.
2. We aim to recruit as diverse a student body as possible; the independent and public schools are in need of a teaching faculty that better matches our diversity as a society.
3. BATTI students learn by doing. The core of our program is the hands-on, daily classroom interaction at the schools. BATTI students will be immersed in their classrooms from the week before school starts to graduation day in June. They will learn all the ins and outs of classroom curriculum, classroom management, playground supervision, faculty collaboration, working with parents, and all that goes into a positive, successful school experience.
4. The mentor teacher will be the most important teacher for each BATTI student. Informal daily and formal weekly meetings and written feedback each semester will enrich the learning experience immensely for each student teacher.
5. We aim to elevate the position of mentor teacher by holding training meetings for those teachers. Reflection and sharing of professional wisdom will help the mentor develop professionally. Each mentor will receive a yearly stipend from the BATTI program.
6. The student teacher will receive encouragement, supervision, and evaluation from many sources. At each school, an administrator will oversee the student teacher's work and relationship with the mentor teacher. In the first year, a BATTI supervisor visiting six times during the year will provide excellent coaching and valuable feedback after observing lessons. In the summer, fall, and spring of the second year in the program, a university supervisor will visit ten times to help prepare the BATTI students for their "solo" days and "solo" week in their classroom, and for their future teaching career.
7. We aim to find the best instructors for all of the university courses. Our instructors are energetic, inspiring and caring individuals. Half of them are drawn from the teacher ranks of the coalition schools, and half come to BATTI classes through San Francisco State University.
8. We will provide each BATTI student with a strong introduction to public school teaching and the teaching of English learners. The BATTI director and the SF State coordinator, in consultation with the host school administrator, will arrange a placement in a local public school with a good master teacher for every BATTI student. BATTI students will volunteer one morning a week and several full days in this public school classroom during the first year of the program.

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# Principles and Goals



- 9.** We believe that our program will help strengthen the bridge between public and private schools.
- 10.** The program will provide good administrative support for students in meeting credential requirements.
- 11.** The program aims to lessen the financial burden on students in a number of ways. Students will receive guidance in applying for financial aid and college scholarships. BATTI will also seek foundation grants to offset the costs of tuition.
- 12.** BATTI will place students as student teachers in a well organized public school summer school program at the beginning of their second year.
- 13.** The program builds a strong, cohesive cohort which provides an extra educational experience, as well as friendship, support, and a fun social group for BATTI students.
- 14.** BATTI will give students helpful assistance in their job search at the end of the second year. Through resume editing, practice interviews, job panels, and other resource sharing, students will continue to have the success that BATTI graduates have found in the job market.
- 15.** We aim to follow new BATTI graduates as they enter the profession and help their first, often challenging, years as classroom teachers be successful. We provide support such as a monthly supervision group, mentoring, and supplies.

In summary, by providing excellent student teaching experiences at the coalition schools, extensive exposure to good public school teaching, thorough supervision from many sources, and a powerful shared group experience, we aim to give to the community the next generation of well-trained, reflective, and enthusiastic teachers who will be needed to promote excellence for our schools.

# Application and Resources



## APPLICATION CHECK LIST

Your application packet must include *ALL* of the following:

- BATTI Application Form
- A signed and sealed copy of an official transcript from each college you have attended. If you list a course at a college on the SFSU application, you must provide a separate transcript from that college.
- Field Experience Verification Form.
- Two signed and sealed recommendations.
- Personal statement
- Résumé
- Copies of CBEST and CSET test results (if they have been taken)
- Records Verification Status Form
- A \$55 check made out to BATTI.

## DEADLINES

**All BATTI students begin in September. There are no mid-year starts.** The entire application should be turned in to the program office by the **priority deadline of March 2nd**. Our second deadline is April 24th. We accept students on a rolling basis, informing them of our decision within two weeks of their interview. As some people are notified of their assistant teaching positions late in the spring and even early summer, applications will be accepted late, assuming space is available and the applicant has secured an assistant position at a school that participates or wishes to participate in the BATTI program.

## IMPORTANT CONTACT NUMBERS AND NAMES

- **General information about BATTI**  
Contact     Bob Houghteling, Executive Director  
Telephone   510-655-2944  
E-mail       battiintern@yahoo.com  
Website     [www.ba-tti.org](http://www.ba-tti.org)
- **CBEST test dates and registration**  
[www.cbest.nesinc.com](http://www.cbest.nesinc.com)
- **CSET test dates and registration**  
[www.cset.nesinc.com](http://www.cset.nesinc.com)
- **San Francisco Unified School District Volunteers Office**  
415-241-6000  
  
Oakland School Volunteers Office – 510 879-8335  
Berkeley School Volunteers Office – 510-644-8833
- **SF State Financial Aid Office**  
415-338-7000  
[finaid@sfsu.edu](mailto:finaid@sfsu.edu)  
  
Barbara Hubler, Director of Financial Aid Department  
[bhubler@sfsu.edu](mailto:bhubler@sfsu.edu)
- **FAFSA**  
Federal financial aid online form  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov) 1-800-4FEDAID
- **San Francisco State University, Dept. of Education**  
415-338-1562  
  
Dr. Debra Luna, Chair of Dept. of Elementary Education  
  
Professor Barbara Henderson, BATTI Coordinator
- **SF State Credential Office**  
Lucie Field  
415-339-6901  
[lfield@sfsu.edu](mailto:lfield@sfsu.edu)

# Admission Requirements



The following requirements for admission to our credential program must be completed for an applicant to be eligible for an admissions interview:

1. Bachelor's Degree and transcript
2. College GPA 2.75 or higher
3. Two letters of recommendation
4. Personal Statement
5. Completion of the BATTI application form
6. Submitting a résumé outlining your relevant education and experience
7. A \$55 application fee, payable to:  
Bay Area Teacher Training Institute

These additional requirements must be completed by the start of the program in late August:

8. Early Field Experience (45 hours)
9. Passing the CBEST or CSET Writing Skills test
10. Passing at least one section of the CSET (by September)
11. Second Language Requirement
12. An interview

## BACHELOR'S DEGREE

You must have a bachelor's degree from an accredited institution of higher education. The transcript from the college where you received your bachelor's degree will note your degree and the date you received it. ***YOU MUST OBTAIN ONE OFFICIAL, STAMPED AND SEALED COPY OF TRANSCRIPTS FROM ALL OF THE INSTITUTIONS OF HIGHER LEARNING YOU LIST ON YOUR APPLICATION.***

## GPA

You must have earned a 2.75 GPA or higher. Exceptions will be made only under special circumstances according to State University guidelines. In that case, careful attention is paid to the grades of the final two years of your college program.

## TWO LETTERS OF RECOMMENDATION

Letters should come from an employer or supervisor, a college instructor, or someone (other than a relative) well qualified to testify as to your character and abilities.

The second letter can describe the field experience outlined below, and should clearly verify (a) the amount of time you worked, (b) the location of your experience, (c) description of the activities you were involved with, and (d) an evaluation of your performance. This letter should not only refer to your experience with children, but also speak about your potential for becoming an effective educator.

## PERSONAL STATEMENT

Please submit a personal statement (no longer than two pages single-spaced) describing your motivation for becoming a teacher. If applicable, reflect on your background or any past experiences that have influenced your decision to become a teacher. This is our opportunity to get to know more about you.

## THE BATTI APPLICATION FORM

Please complete the application form you will find on the website or accompanying this packet. You do not need to fill out the SF State graduate application in order to apply to BATTI. BATTI processes all SFSU admissions.

## RÉSUMÉ

Please submit a resume that highlights your teaching experience, work with children, and other work experience.

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# Admission Requirements



## **BATTI APPLICATION FEE**

**There is a one time non-refundable application fee of \$55 for our program. Be sure to enclose your check for \$55, made payable to the Bay Area Teacher Training Institute, in your completed application packet.**

*These additional requirements must be completed by the start of the program in late August:*

## **EARLY FIELD EXPERIENCE**

Regulations from the California State University Chancellor's Office require each Credential candidate to have participated in an Early Field Experience in a school setting prior to final admission to a credential program. Before beginning classes in the fall, you must fulfill a minimum requirement of 45 hours. This requirement can be met by volunteering, substitute teaching, or working as a para-professional in a multiple subject, regular education classroom in the United States. This classroom should be linguistically diverse, meaning that at least one third of the students are English learners. The experience must be within the last five years. Experience in pre-school, secondary education, or higher education will not meet this requirement.

The Early Field Experience is designed to simulate your future teaching environment, so we may have a preliminary assessment of your potential as a regular education classroom teacher. The classroom teacher who has supervised you in his/her regular education classroom where you worked as a volunteer or as a paid aide is in the best position to provide this information. Others who might be in position to assess your potential based on your classroom experience could be the principal of the school or another district administrator. A letter from this supervisor must confirm that you spent a minimum of 45 hours, that the class was a multiple subject setting, and that at least one-third of the students were English language learners.

Please list and describe this experience in the "Field Experience Verification Form."

## **CBEST TEST**

The CBEST test is slowly being phased out by the state. However, you can still register for the CBEST, and if you have already taken and passed the CBEST test, your test scores are valid indefinitely. Nonetheless, we recommend you take the CSET test including the Writing Skills test, and forego taking the CBEST test altogether. Information and application forms for the test may be obtained at [www.cbest.nesinc.com](http://www.cbest.nesinc.com) or at one of our orientation sessions.

## **CSET TEST**

State legislature mandates that every credentialed teacher show competency to teach subjects he or she may be required to teach. Before you enter the program (begin classes in September) you must have passed at least one section of the CSET, and the CSET Writing Skills Test (or CBEST). These sections can be taken together or separately. You can re-take any section of the test any number of times to pass. You must pass all three sections of the CSET before the end of your first semester in the program. Study guides are available online and in bookstores. Contact [www.cset.nesinc.com](http://www.cset.nesinc.com). Weekend courses are available at several local universities.

## **SECOND LANGUAGE REQUIREMENT**

Candidates must show verification of experience learning a single second language through one of the options described on our website.

## **INTERVIEW**

Following the receipt of your application, we will schedule you for a one-hour small group interview and information session.

# Tuition, Fees, Financial Aid



**T**uition for the school year 2009–2010 will be approximately \$2850 per semester, depending on State University fees, which are finalized in June. The total cost for the five-semester program will be approximately \$13,250, depending on possible fee increases for the second year.

## **BATTI APPLICATION FEE**

There is a one time application fee of \$55 for our program. Be sure to enclose your check for \$55, made payable to the Bay Area Teacher Training Institute, in your completed application packet.

## **FINANCIAL ASSISTANCE RESOURCES**

The Bay Area Teacher Training Institute recognizes that making the decision to pursue a Multiple Subject Credential is an important commitment of time, energy, and finances. We outline below the most common Financial Assistance resources available to BATTI Cohort interns. There may be other resources available to you as well.

## **SAN FRANCISCO STATE UNIVERSITY FINANCIAL AID OFFICE**

The Financial Aid office at San Francisco State University offers a variety of grants, scholarships, and educational loans to eligible candidates. In order to determine eligibility for Financial Aid, a FAFSA (Free Application for Federal Student Aid) must be completed and filed with the federal processor for FAFSA. You can file a FAFSA over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) instead of using the paper form.

BATTI is part of the College of Extended Learning at SF State, so some of the grants available to regular university students are not available to BATTI students. The most common grant available is the Federal Pell Grant; loans are also available. After the Financial Aid Office at SFSU has received and reviewed your eligibility data from your FAFSA, a Financial Aid Offer Letter will be mailed to you detailing the types and amounts of Financial Aid dollars available to you.

**Students have also received aid after their service in the Americorps program.**

## **SF STATE COLLEGE OF EDUCATION SCHOLARSHIPS**

A large range of scholarships is available through the College of Education. See their application and information at [www.sfsu.edu/~coe/coe/scholarships.html](http://www.sfsu.edu/~coe/coe/scholarships.html). Applications for fall scholarships are due in early March; for spring, in October.

## **PROFESSIONAL DEVELOPMENT MONEY FROM YOUR SCHOOL**

Most schools allocate a portion of the school's budget for Professional Development for teachers. The amount of Professional Development money available to teachers will vary from school to school. Please contact the business manager at your school to determine if you are eligible for any Professional Development funds to pay for your tuition.

# Course Sequence



The Multiple Subject Credential Program is a 21-month, evening and weekend credential program. Most of the fieldwork requirement (student teaching) can be met through university supervision of the candidate's current teaching activities.

## Year One

### Fall Semester | 8 units

EED 682	Reading and Language Arts K-3	(4)
EED 749	Second Language Acquisition	(3)
EED 646	Student Teaching Seminar	(1)

### January Semester | 1 unit

ITEC 601	Computing in the Elementary Classroom	(1)
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### Spring Semester | 9 units

EED 684	Curriculum and Instruction in Math	(3)
EED 737	Reading and Social Studies (emphasis 4-6)	(3)
EED 646	Teaching Practicum Phase 1	(2)
EED 656	Student Teaching Seminar	(1)

## Year Two

### Summer Semester | 7 units

EED 783	Developmental Teaching	(3)
EED 647	Teaching Practicum Phase 2 (Public school supervised Student Teaching)	(3)
EED 658	Student Teaching Seminar	(1)

### Fall Semester | 7 units

EED 701	Social, Cultural and Historical Foundations	(3)
EED 679	Curriculum and Instruction in Science	(3)
EED 658	Student Teaching Seminar	(1)

### Spring Semester | 6 units

EED 648	Teaching Practicum Phase 3B (Supervised Student Teaching)	(4)
EED 658	Student Teaching Seminar	(2)

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<b>TOTAL UNITS</b>	<b>38</b>
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