**Teacher Education Office**

Davidson College began offering teacher certification in 1966. It operated as a

small department assisting students in acquiring certification. The July Experience

program was developed in 1976 out of the office. In 1981, a college Task Force

reviewed the program and recommended continuing to offer certification.

The program offers certification only for secondary teachers in the areas of

Foreign Languages (Spanish, French, and Latin), English, Mathematics, and Social

Studies and is accredited by the North Carolina State Department of Education

and the National Council for Accreditation Teacher Education (NCATE). As part of

the certification program, the department offers foundation courses, psychology

courses, and other pre-service coursework, including student teaching. The

program also develops independent study classes for individual students.

There is a Teacher Education Committee (TEC) with representatives from each

area of certification. The department currently consists of the chairperson, a

lecturer, 1/2 faculty shared with the psychology department and adjunct faculty.

July Experience Program is a summer academic program for rising high school

seniors. It is an opportunity for students to take classes taught by Davidson

faculty and to experience campus life.

**Retention Schedule**

**Department of Education.** Administrative files for the Office of Teacher

Education. Includes records on accreditation files, self study information, copies

of syllabi, minutes of the Teacher Education Advisory Council, annual reports,

grants and scholarships, etc.

Disposition Instructions: Administrative files: Maintain in office until

information is superseded or outdated, transfer to College Archives for

appraisal and final disposition. Annual reports: Transfer one copy to

College Archives at the end of each academic year to be retained

permanently.

**Graduate Files.** Files for each student participating in teacher education who

has graduated from Davidson College. The files contain the initial application to

the program, applications for certification, applications for student teaching,

checklists and summary sheets, correspondence, reports of scores, an

administrative review sheet, and an autobiography. Files are created as students

make an initial application and follow the student through graduation. Files for

students who begin the process but elect not to pursue certification are held as

inactive for 6 years before destroying. Files may contain restricted information.

Disposition Instructions: Permanent. Maintain in office until reference

value ceases, transfer to College Archives for appraisal and final disposition.

Files to be restricted for 75 years.

**Historical Files.** Notebooks of forms used, chairperson's correspondence,

course evaluations, final examinations, copies of handbooks, previous

accreditation requirements and reference information on accreditation agencies

and teacher education programs.

Disposition Instructions: Administrative files: Maintain in office until

information is superseded or outdated transfer to College Archives for

appraisal and final disposition. Reference files (non-Davidson information):

Destroy in office when information is superseded or outdated.

**Program Evaluation.** Files of completed evaluation forms for the Teacher

Education Program. The evaluations are written by students and other

appropriate people for the different components of the program. Also copies of

student evaluations of teachers. Files contain restricted information.

Disposition Instructions: Destroy in office after reference value ends.

**July Experience**. Administrative and student files for the summer program.

Administrative files contain copies of brochures, correspondence, mailings, and

scheduling information. The student files contain applications, correspondence,

essays, and receipts. The Administrative files provide some historical data and are

used for reference in planning future programs. The student files are maintained

for two years in case the student applies to Davidson. There are also files for

**PROJECT EXCEL**, a separate summer program, offered in the 1980s. Student files

may contain restricted information.

Disposition Instructions: Administrative files: Maintain in office for until

superseded or reference value ends, then transfer to College Archives for

appraisal and final disposition. Student files: Destroy in office after 2 years.