May 27, 2015

Ruth Oyeyemi  
National Council on Teach Quality  
ruth.oyeyemi@nctq.org

Re: FOIA 15-388

Dear Ms. Oyeymi:

I write to respond to your Freedom of Information request dated and received in my office on May 12, 2015, in which you requested:

“Pursuant to the state open records law, 5 Ill. Comp. Stat. Secs. 140/1 to 140/11, I write to request access to and copies of the following documents maintained by University of Illinois at Chicago. We are reviewing the following programs at your institution:

Bachelor of Arts in Urban Education, Elementary Education Concentration  
Bachelor of Science in Teaching of English/Mathematics with Secondary (6-12) School Certification  
Master of Education in Instructional Leadership with Concentration in Secondary Education (Type 09 certificate)  
M. Ed in Special Education-Strand C: MEd Plus Full LBS I License/Endorsement Option

We have carefully reviewed the catalogs of your institution to identify all required coursework that we need to evaluate these programs against our standards. We use syllabi for our analysis on a number of standards. These syllabi should:

• Be instructor-specific, not departmental. They should be copies of the syllabi provided to students for a specific section  
• Include the titles and authors of required textbooks  
• List all assignments, quizzes and exams  
• Include lecture schedules  
• Be from school year 2014-5 or later  
• Refer to courses offered in a regular session (i.e., not in summer or winter session), unless the course requested is only offered at those times

REQUESTED MATERIALS (LISTED BY STANDARD)

Early Reading  
Early Reading for English Language Learners  
Struggling Readers  
Program List  
Bachelor of Arts in Urban Education, Elementary Education Concentration  
M. Ed in Special Education-Strand C: MEd Plus Full LBS I License/Endorsement Option

• We have identified the following required courses as relevant to these standards. Please provide a syllabus from one specific section of each course, referring to the syllabus guidelines above:
ED 257 - Foundations of Literacy
ED 340 - Teaching Language and Literacy in the Urban Elementary Classroom I
ED 341 - Teaching Language and Literacy in the Urban Elementary Classroom II
ED 352 - Technology Integration in Elementary School I
SPED 416 - Methods of Instruction for Exceptional Learners
SPED 463 - Instructional Adaptations in Reading and Writing I
SPED 583 - Instructional Adaptations in Reading and Writing II

Elementary Mathematics
Program List
Bachelor of Arts in Urban Education, Elementary Education Concentration
M. Ed in Special Education-Strand C: MEd Plus Full LBS I License/Endorsement Option

• We have identified the following courses as relevant to this standard. Please provide the syllabus from one specific section of each course, referring to the syllabus guidelines above:

ED 342 - Teaching and Learning Mathematics in the Urban Elementary Classroom
MATH 140 - Arithmetic and Algebraic Structures
MATH 141 - Algebraic and Geometric Structures
SPED 416 - Methods of Instruction for Exceptional Learners
SPED/ED 473 - Teaching Math and Science with Adaptations

Classroom Management
Program List
Bachelor of Arts in Urban Education, Elementary Education Concentration
Bachelor of Science in Teaching of English/Mathematics with Secondary (6-12) School Certification
Master of Education in Instructional Leadership with Concentration in Secondary Education (Type 09 certificate)
M. Ed in Special Education-Strand C: MEd Plus Full LBS I License/Endorsement Option

• All student teaching evaluation forms used at any point (formative and summative) and associated rubrics for the programs listed above.

Fundamentals of Instruction
Program List
Bachelor of Science in Teaching of English/Mathematics with Secondary (6-12) School Certification
Master of Education in Instructional Leadership with Concentration in Secondary Education (Type 09 certificate)

• All unit and lesson planning templates and associated rubrics used by student teachers during the student teaching experience for the programs listed above.

Equity
• A list of all schools where any student teacher was placed in the most recent semester available from 2013-2014 or later.

Student Teaching
Program List
Bachelor of Arts in Urban Education, Elementary Education Concentration
Bachelor of Science in Teaching of English/Mathematics with Secondary (6-12) School Certification
Master of Education in Instructional Leadership with Concentration in Secondary Education (Type 09 certificate)
M. Ed in Special Education-Strand C: MEd Plus Full LBS I License/Endorsement Option

• All official student teaching handbooks distributed to teacher candidates, university supervisors, and cooperating teachers for the programs listed above. If the same handbook is distributed to these groups, please send it. If different handbooks are sent out to each of these groups, please send all of them.
• Handbooks intended to serve as guides to the overall teacher education program for students (if they are different from the student teaching handbooks);
• Department of Teacher Education handbook of general policies and practices (may be intended primarily for faculty and is different from the student teaching handbooks and general handbooks for students);
• Syllabi for the student teaching courses and/or accompanying seminar course
ED 451 - Student Teaching/Internship in the Urban Community II
SPED 580 - Student Teaching in Special Education
• A blank copy of any letter, or other document, which is sent to principals or districts specifying minimum criteria for cooperating teachers and/or explaining the process by which cooperating teachers are selected.
• A blank copy of any forms or applications which principals or districts return to you to provide information about cooperating teachers.
• A blank copy of any forms or applications completed by prospective cooperating teachers and returned to the program.

Secondary Methods
Program List
Bachelor of Science in Teaching of English/Mathematics with Secondary (6-12) School Certification
Master of Education in Instructional Leadership with Concentration in Secondary Education (Type 09 certificate)

• We have identified the following secondary English and mathematics methods courses from the program(s) above as relevant to the Secondary Methods standard. Please provide the syllabus from one specific section of each course, referring to the syllabus guidelines above.

ENGL 459 - Introduction to the Teaching of English in Middle and Secondary Schools
ENGL 481 - Methods of Teaching English in Middle and Secondary Schools
ENGL 486 - The Teaching of Writing in Middle and Secondary Schools
ENGL 489 - The Teaching of Reading and Literature in Middle and Secondary Schools
ENGL 498 - Educational Practice with Seminar I
ENGL 499 - Educational Practice with Seminar II
MTHT 400 - Methods of Teaching Secondary Mathematics I
MTHT 401 - Methods of Teaching Secondary Mathematics II
MTHT 438 - Educational Practice with Seminar I
MTHT 439 - Educational Practice with Seminar II

I request that you produce this material in electronic format.
If University of Illinois at Chicago does not maintain these public records, please let me know who does and provide the proper custodian's name and address.

If University of Illinois at Chicago chooses to deny this request, or any part thereof, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Additionally, if you claim that certain documents contain both exempt and non-exempt material, please provide all segregable non-exempt portions of otherwise exempt material and identify the material which is being withheld as exempt.”

Information responsive to your request is available and attached. These are public documents numbering 166 pages. No records could be located responsive to your request for the following syllabi: MTHT 439, SPED 473, SPED 583.

Portions of these documents have been redacted or withheld pursuant to the following section(s) of the Act:

- 140/7(1)(b) that exempts from disclosure “Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.” This includes personal cell phone numbers.

Should you wish to inspect or receive a physical copy of these documents, please call Melanie Kuehn at the phone number below and she will provide you with all necessary details.

You have a right, under the law, to seek a review of this response by the Public Access Counselor (PAC) in the Office of the Attorney General. The PAC may be reached by phone at 217-782-1396, by email to publicaccess@atg.state.il.us, or by postal mail at the Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706. You also have the right to seek judicial review under section 11 of this Act.

If you have questions for our office, please contact 217-333-6400.

Sincerely,

Thomas P. Hardy
Executive Director
and Chief Records Officer