



Commission on Teacher Credentialing

Professional Services Division

Elementary Subject Matter (ESM) Submission Guidance

Due to the replacement of the No Child Left Behind Act (NCLB) with the Every Student Succeeds Act (ESSA), prospective Multiple Subject teachers (and Education Specialists) will once again have the option to complete a Commission-approved Elementary Subject Matter (ESM) program in addition to the CSET examination option to satisfy the subject matter requirement. Institutions intending to offer a Commission-approved ESM program must submit documentation for approval. Programs that were previously approved under SB 2042 may submit to be “reactivated” while new program proposals must successfully complete the Initial Program Review process. **It is important to note that no institution may waive the CSET Multiple Subjects examination until regulations become effective on April 1, 2017.**

Documents to be submitted

All submissions, whether new programs or previously approved SB 2042 ESM programs, must include the course scope and sequence of the program, a subject matter alignment matrix noting where the Subject Matter Requirements (SMRs) are addressed in the program, and course syllabi. Institutions not previously approved under SB 2042 to offer an ESM program must also respond to the preconditions and adopted program standards, both of which can be found in the [ESM Handbook](#). The response to each program standard should not exceed five pages of narrative. More information regarding the submission process follows.

Course Scope and Sequence

The course scope and sequence is an academic plan that clearly shows the complete list of required courses in the ESM program, the order in which the students may or must take the courses, and includes a 2-3 sentence summary of each course, not a lengthy narrative. The summary may include the course objectives or may be taken from the university catalog and shortened, if necessary. If the program has options, each option should be clearly shown in the scope and sequence document/graphic.

Completing the Alignment Matrix

Institutions must use the Commission-developed subject matter [alignment matrix](#). The left-side column text has the Subject Matter Requirement (SMR) for each domain while the right-side column is for institutions to provide a link to the course syllabi, key assignments and assessments. The link should take the reviewers to the applicable topic or assignment. Location specific links will help guide the reviewers to the supporting documentation. See example below:

**Content Domains for Subject Matter Understanding and Skill in
Reading, Language, and Literature**

Domains Reading, Language, and Literature	Coursework, Assignments, Assessments
Domain 1: Reading, Language, and Literature	
<p>1.1 Language Structure and Linguistics.</p> <p>Candidates for Multiple Subject Teaching Credentials are able to identify and demonstrate an understanding of the fundamental components of human language, including phonology, morphology, syntax, and semantics, as well as the role of pragmatics in using language to communicate. In the context of these components, they reflect on both the potential for differences among languages and the universality of linguistic structures. Candidates can demonstrate knowledge of phonemic awareness (e.g., the processes of rhyming, segmenting, and blending). They apply knowledge of similarities and differences among groups</p>	<p>Syllabi links for corresponding courses: ESM101, ESM102</p> <p>This section should include links to the specific key assignments and assessments. Links should take the reviewers to the exact topic in the course syllabi.</p>

The matrix does not need to include all assignments and assessments but should include those that are most relevant to the domain being addressed.

Program Standards

Two new program standards were adopted by the Commission in October 2016. The program standards were revised to align with the requirements for subject matter preparation programs. Institutions should refer to the revised and adopted program standards in the [ESM Handbook](#). Although all programs need to be in alignment with these standards at all times, only new ESM program proposals need to submit a response to these two standards for review. The response to each of the two standards is limited to five pages. Previously approved SB 2042 ESM programs seeking reactivation do not need to submit a response to the two program standards at this time.

Coursework Collaboration

Because coursework from a variety of academic disciplines is required to address the SMRs, communication and collaboration across academic disciplines will be necessary. Program standards require that an ESM coordinator ensures that the coursework is developed collaboratively across the departments, schools, and/or colleges to address the SMRs.

Determining Equivalency of Community College Coursework

Decisions regarding course equivalency from institutions other than the institution approved by the Commission to offer the ESM program, such as community colleges, are at the discretion of the program sponsor and are not part of the ESM program approval process. There are no Commission requirements that restrict the authority of program sponsors to determine equivalency for coursework within the ESM program. No documentation from institutions where coursework has been deemed equivalent by the institution approved by the Commission to offer the ESM program needs to be submitted for the program approval process. For example, if the baccalaureate granting institution has a transfer agreement in which

it accepts as equivalent to their introductory mathematics course a particular course from a community college, there is no need to provide the Commission with the syllabi from the community college, but rather only the syllabi from the baccalaureate granting institution's introductory mathematics course.

Document Submission

All submissions must be sent to IPR@ctc.ca.gov as a single PDF and include a table of contents. Documents should contain working hyperlinks and be easy for the reviewers to navigate. Submissions received containing multiple files or folders will be returned without being reviewed. The following documentation must be included in the submission:

Reactivating an approved SB 2042 ESM Program	New ESM Program
<ul style="list-style-type: none"> • Cover page • Course scope and sequence • ESM Alignment Matrix • All relevant course syllabi • Description of 12 unit concentration area(s) and how it is organized in the program 	<ul style="list-style-type: none"> • Cover page • Course scope and sequence • ESM Alignment Matrix • All relevant course syllabi • Response to preconditions and adopted program standards (response should include a description of the 12 unit concentration area(s) and how it is organized in the program)

Linking Syllabi

Syllabi may be included within the document as an appendix or posted on a website with the link in the document. When a topic in a course addresses a specific SMR, the link provided, either to an appendix or a website, should take the reviewer to the place in the syllabus where the SMR is addressed.

Integrated Programs

Institutions may offer ESM as part of an integrated undergraduate program. The ESM review process does not include review of the courses included in the teacher preparation program.

Multiple Programs

Institutions submitting multiple programs should submit as separate documents. Where courses overlap between programs to cover the same SMRs, note that in the submission. Courses that overlap between programs should be clearly identified as to ensure an efficient review process. The ESM program cannot be approved until all proposed programs are found to meet the preconditions, program standards and SMRs. All programs should be submitted at the same time in order to ensure a timely review process.

Area of Concentration

Per the [preconditions](#), the ESM program shall consist of a minimum of 84 semester units and include a concentration of a minimum of 12 units in one of the following content areas: Reading, Language and Literature; History and Social Sciences; Mathematics; Science; Visual and Performing Arts; Physical Education; and Human Development. These 12 units may be included within the 84 units or outside of the 84 units. How institutions choose to include a concentration is a program decision; however, syllabi are required for any courses candidates may take that also satisfy the SMRs.

Examples of subject areas that may fall within the seven identified content areas noted in the ESM preconditions are listed below. Please note that this is not an exhaustive list and other subject areas may be applicable:

Human Development

- Health Science
- Intellectual, Social, Physical, Emotional and/or Moral Development During Adolescence
- Nutrition
- Psychology

Language Studies and Literature

- Composition
- English
- Language Acquisition
- Linguistics
- Literature
- Speech

Mathematics

- Computer Science
- Mathematics

Physical Education

- Movement Skills
- Physical Fitness
- Recreation
- Sports

Science

- Biology
- Chemistry
- Geosciences
- Physics

Social Science, History, and Humanities

- Anthropology
- Art
- Classics
- Comparative Arts
- Comparative Lit
- Dance
- Economics
- Ethics
- Ethnic Studies
- Foreign Language
- Geography
- Government
- History
- Linguistics
- Logic
- Music
- Philosophy
- Political Science
- Psychology
- Sociology

Visual and Performing Arts

- Art
- Aesthetics
- Dance
- Drama
- Music
- Production