

## Course on Theory and Methodology of Teaching

In this course, the student will participate in fifteen (15) hours of laboratory experiences in a school under the direct supervision of the cooperating teacher and the course professor.



## Student Teaching Course

In this course, the student will fully assume the functions of a teacher. They will attend school daily, 3.5 hours per day during the 5 school days each week, and will teach a class until the last day of classes at the Campus.



3.00 general and major

\*PPM maintains this requirement, but the PRDE does not.

## Teacher Preparation Program

The Teacher Preparation Program aspires to develop subject-area specialists who are active, highly committed to lifelong learning, effective, and dedicated educators in their fields. We offer courses leading to professional certification in secondary or K-12 education. We provide experiences in the Educational Clinical Experience Centers so that teacher candidates may come into direct contact with students in a regular teaching environment.

## Regulatory Requirements of the Department of Education

The Puerto Rico Department of Education has established, through Circular Letter No. 04-2020-2021, that every teacher candidate must obtain the following documents before entering one of the Centers in the country:

1. Negative certification from the Puerto Rico Registry of Persons Convicted of Sexual Offenses and Child Abuse.
2. Certificate of Criminal Record.
3. Health Certificate.



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## Curriculum Sequence in Teacher Preparation

### Specialty: Office Administration



Web page: [uprm.edu/ppm](http://uprm.edu/ppm)

## Requirements for the Curricular Sequence:

The Teacher Preparation Program (PPM) offers education courses to obtain Teacher Certification. Any student interested in becoming a teacher may visit our office or send an email to [ppmrum@upr.edu](mailto:ppmrum@upr.edu) to have their academic record evaluated and receive the pertinent curricular recommendations.

In addition, you may also apply for admission to PPM through the Registrar's Office at: <https://www.solicitud.upr.edu>

## General Requirements to Obtain Teacher Certification:

- Hold a bachelor's degree in a specific academic area or be in the process of acquiring it.
- Complete 21 credits at the bachelor's level specialty.
- Complete 9 credits in foundational education courses and the courses required by the Puerto Rico Department of Education.
- Pass courses in Theory and Methodology of Teaching and Student Teaching with a minimum grade of B.
- Pass the Teacher Certification Tests (PCMAS).
- Complete an occupational internship course or obtain an Occupational Experience Certification (**verifiable cumulative experience of 1,000 hours**) in the specialty area to be certified.

## Courses required by the Department of Education of Puerto Rico:

**EDFU 3012:** Foundations of Educational Psychology

**EDFU 3007:** Social Foundations of Education

**EDFU 4019:** Philosophical Foundations of Education

### *PPM Recommended Electives:*

**EDFU 3011:** Foundations of Human Development

**EDFU 3017:** Evaluation of Learning



**EDES 4006:** Nature and Needs of the Exceptional Child with Technological Assistance

**EDPE 3077:** Integration of Technology with Strategies for Distance and Virtual Teaching

**EDES 4055:** Teaching Strategies for the Inclusion of Students with Special Needs in the Regular Classroom

**HIST 3241 or 3242:** History of Puerto Rico

**HIST 3111 or 3112:** History of the United States

**EDPE 4187:** Teaching Practicum in Commercial and Occupational Subjects

## Recommended Specialty Requirements (21 credits minimum) Office Administration:

**ECON 3021:** Principles of Economics: Microeconomics

**ADOF 3016:** Keyboarding and Its Applications I

**ADOF 3017:** Keyboarding and Its Applications II

**ADOF 3005:** Abbreviated Writing System in Spanish

**ADOF 4020:** Electronic Equipment Training

**ADOF 4075:** Integration of Information Processing Programs

**ADOF 4025:** Office Administration Internship

**ADOF 3107:** The Office: Concepts, Systems, and Office Technology

**CONT 3011:** Principles of Financial Accounting I

**EDPE 4059:** Theory and Methodology of Teaching in Commercial and Occupational Subjects



[Orientation Forms](#)



[PPM page](#)