

Section 207 of Title II of the Higher Education Act
APPENDIX C
Institutional Questionnaire
For Use in Preparing the Institutional Report
2007-08

Office of Postsecondary Education
U.S. Department of Education

Annual Institutional Questionnaire on Teacher Preparation:

Institution name: Yale University
Respondent name and title: Jonathon Gillette, Director
Respondent phone number: (203) 432-4631
Respondent Fax: (203) 432-5449
Electronic mail address: jack.gillette@yale.edu
Address: P.O. Box 208362
City/State/Zip: New Haven, CT 06520-8362

Section 207 of Title II of the Higher Education Act mandates that the Department of Education collect data on state assessments, other requirements, and standards for teacher certification and licensure, as well as data on the performance of teacher preparation programs. The law requires the Secretary to use these data in submitting an annual report on the quality of teacher preparation to the Congress. The first Secretarial report is due April 7, 2002. Annual state reports to the Secretary are first due on October 7, 2001. Data from institutions with teacher preparation programs are due to states annually, beginning April 7, 2001, for use by states in preparing annual report cards to the Secretary.

Paperwork Burden Statement

This is a required data collection. Response is not voluntary. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0744 (expiration date: 6/30/2009). The time required for institutions to complete this information collection is estimated to average 66 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Assistant Secretary, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, NW, Room 6081, Washington, DC 20006.

Note: The procedures for developing the information required for these tables are explained in the National Center for Education Statistics document entitled *Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation: Title II, Higher Education Act*. Terms and phrases in this questionnaire are defined in the glossary, appendix B of the guide.

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Section I. Pass rates.

A. Please provide (attach) a copy of your pass rate report provided by ETS for 2007-08.

Program completers for whom information should be provided are those completing program requirements in the most recent academic year. Thus, for institutional reports due to the state by **April 9, 2009**, the relevant information is for those completing program requirements in academic year 2007-08.

NOTE: The assessments to be included are the ones taken by these completers up to 5 years before their completion of program requirements, or up to 3 years afterward. See guide pages 10 and 11. In cases where a program completer has taken a given assessment more than once, the highest score on that test must be used. There must be at least 10 program completers taking the same assessment in an academic year for data on that assessment to be reported; for aggregate or summary data, there must also be at least 10 program completers (although not necessarily taking the same assessment) for data to be reported.

B. Please include a copy of any updated follow-up pass rates for 2004-05 cohort, if there were any updates to that cohort data.

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Section II. (A) Program information.

Question		Number =
Candidates enrolled in 2007-08		
1.	Total number of students in your teacher preparation programs at your institution during academic year 2007-08, including all certification areas. This number should include ALL candidates who have been enrolled/admitted to your teacher preparation program but who did not complete the program prior to August 31, 2008. (Do not include advanced programs such as reading consultant, administration etc. or candidates who have not yet been formally admitted.)	34
Student Teaching Placements:		
2.	How many teacher preparation <u>candidates</u> (in regular program and any alternative route programs) were assigned supervised student teaching placements during academic year 2007-08? UNDUPLICATED COUNT OF CANDIDATES, NOT PLACEMENTS	18
Supervising Faculty: NOTE: Supervising faculty for purposes of this data collection includes all persons who the institution regards as having faculty status and who were assigned by the teacher preparation program to provide supervision and evaluation of student teaching, with an administrative link or relationship to the teacher preparation program.		
3.	Number of appointed full-time faculty in professional education: an individual who works full time in a school, college, or department of education, and spends at least part of the time in supervision of teacher preparation students.	3
4.	Number of appointed part-time faculty in professional education and full-time in the institution: any full time faculty member in the institution who also may be supervising or teaching in the teacher preparation program.	0
5.	Number of appointed part-time faculty in professional education, not otherwise employed by the institution: may be part time university faculty or pre-K-12 teachers who supervise prospective teachers. Do <u>not include</u> cooperating teachers. Rather, this third category is intended to reflect the growing trend among institutions of higher education to appoint K-12 teachers as clinical faculty, with the rights and responsibilities of the institution's regular faculty.	2
6.	Total number of supervising faculty for the teacher preparation program during 2007-08:	3
7.	The student/faculty ratio was (divide the number in 2 by the number given in 6):	3/18
Supervision Provided:		
8.	The average number of hours per week required of supervised student teaching:	25
9.	The total number of weeks of supervised student teaching:	10
10.	The total number of hours required.	300
11.	The number of visits/observations conducted by the university supervisor per student teacher during a student teaching placement:	10

