



# **Student Handbook**

## **Secondary Education Program**

Revised 02/07

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## Introduction

This handbook gives you basic information about the secondary teacher education program. It serves as a supplement to the *University Bulletin*. As a college student, you must take responsibility for your own education. You must learn all you can about your major, the University Core Curriculum, and University policies and procedures. You should keep track of the classes you have taken, and you should plan ahead for future semesters. Before you enroll in a class, you should check its pre-requisites, and you should know how it counts toward degree requirements. It is not expected that this handbook or the *University Bulletin* will answer all of your questions; therefore, we encourage you to establish a relationship with your advisor.

Another valuable tool for you is MY USI. You have access to most of your college records through MY USI. You can find your advisor's name and email address. You can run a "DARS" report, a Degree Audit, which shows you exactly what classes you need for your major.

We also encourage you to visit our department's website frequently. It contains a lot of valuable information. You can access this site from the USI homepage, or you may go to [www.usi.edu/educ/teach](http://www.usi.edu/educ/teach)

The information in this booklet serves as a guide to your program requirements as a Secondary Teaching Major. It is important that you also consult your academic advisor about specific requirements in your teaching major.

It is recommended that you use this guide to help plan your program. You should also use and retain the attached *Secondary Checklist* to record your progress toward your degree or licensure.

The **Secondary Teacher Education Program** has three elements:

- University Core Curriculum (UCC) (50 hours),
- Professional Education coursework (38 to 42 hours),
- Teaching Major (The number of hours required for a Teaching Major varies by program from 36 hours to 60 hours.)

Students must select one of the following patterns:

- One teaching major (36 semester hours minimum)\*
- One teaching major (36 semester hours minimum) and one or more teaching minors (24 semester hour minimum)\*
- One all-grade major (Physical Education or Art Education)

\*Science programs include single and dual licensure options. Social Science programs include history, government and one of the following: economics, psychology, or sociology.

## SECONDARY EDUCATION TEACHING MAJORS:

- Business
- English (Language Arts)
- French
- German
- Mathematics
- Physical Education
- Science (single and dual-area licensure are available in chemistry, earth sciences, life sciences, and physics. Mathematics is available as a dual-area license with another science.)
- Social Science (historical perspectives, government/citizenship, and one of the following: economics, psychology, or sociology)
- Spanish
- Special Education
- Visual Arts

## SECONDARY EDUCATION TEACHING MINORS (Must be attached to a teaching major)

- English
- French
- German
- Health and Safety Education
- Journalism
- Mathematics
- Physical Education
- Reading
- Spanish
- Special Education (may only be used in conjunction with a content area)
- Visual Arts

## ALL GRADE MAJORS

- Physical Education
- Visual Arts

To earn a university degree, you must complete a minimum of 124 credit hours in all.

If you already have a degree in a high school teaching area and are only seeking licensure, the licensing officer and an advisor in your teaching major will evaluate your transcript to determine UCC and Professional Education requirements. Your advisor will also determine requirements in your teaching major.

## Planning Your Program of Study

When you decide to pursue a **Teaching Major in Secondary Education Teaching**, you have several options.

*For example*, you may choose a **Major Area** such as mathematics. When you complete your Teaching Major and Professional Education coursework and receive a university degree, you will be eligible for a **High School License** to teach math in grades 9 - 12; **and** if you choose to complete the **Middle School License** requirements, you will be able to extend your ability to teach math into Middle School *as well as* High School. If you receive *both* High School and Middle School licenses, you will be able to teach your subject in grades 5 - 12.

Some students decide to complete a **Second Teaching Major**. For example, science majors sometimes choose to complete a Teaching Major in science and a second Teaching Major in mathematics. This means that they will complete all of the coursework required by their second Teaching Major as well as their first.

Different Teaching Majors have different requirements.

*For instance*, a Social Science teaching major requires that you complete a core Social Science curriculum and an elective teaching area in economics, psychology, or sociology. As a result, you will receive Indiana licensure in historical perspectives, government and citizenship, and the elective area. Science teaching majors elect either single or dual licensure among the following areas: life sciences, physics, chemistry, and earth sciences. Mathematics is also available as a dual license area for science content areas; those interested in mathematics solely pursue the mathematics teaching major. **If you are interested in Social Science teaching or science teaching, you should meet with an advisor as soon as you decide on a major to plan your program.**

Not all Teaching Majors require you to have a Minor or Supporting Area. If you major in English for instance, you will be licensed only to teach English **unless** you choose to complete a Minor (i.e.: Spanish).

If you choose, you may pursue other licenses. These may include, among others, Middle School, or Exceptional Needs licenses or endorsements.

**Generally speaking, school districts/corporations prefer to hire teachers with multiple areas of licensure.**

You may want to decide on one of the following **by the end of your Second Year** of study:

- A Teaching Major - this requires a minimum of 36 credit hours; if you are a Science Teaching Major, you may have either single (36 hours required in one licensure area) or dual (27 hours required in each of two licensure areas). If you are a Social Science Major, you will complete licensure requirements in historical perspectives (includes both U.S. and world) and government/

citizenship; you will select an additional teaching area from economics, psychology, or sociology. Thus, Social Science Majors will qualify for licensure in three (3) areas.

- You may decide to have one (1) Teaching Major (minimum 36 credit hours) and one or more Teaching Minors (minimum 24 credit hours).
- You may decide to pursue an all-grade major in Physical Education or Visual Arts. This means that you will be licensed to teach Kindergarten through 12<sup>th</sup> grade when you graduate.

## Advising and Registration

### Advisors

When you begin your studies at USI as a first year student, transfer student, or returning student, you have several options. You may ***Declare a Major*** if you are sure about what you want to study. If you are uncertain, you are considered an ***Undeclared*** student and have different options available to you.

If you are undecided (Undeclared) about a major area of study, you will be assigned an advisor from the University Division. Your advisor will help you design a course of study through the UCC that will allow you to sample courses from several disciplines. This approach may help you decide on a major. Additionally, your advisor in the University Division may suggest that you visit the Career Counseling Center. Here you can take a preference analysis that will help you to identify your academic and personal talents. Advisors are available to offer guidance about your academic and career choices (call 812 465-1606).

If you know what you want to study you can ***Declare a Major***. You do this by visiting the academic department that represents your major. You will be assigned an advisor in your Major Teaching Area who will work with you throughout your time at USI. (See **Advisor List**, p. 16.)

**It is important to note** that advisors for Secondary Teaching Majors are assigned from the department in which you declare your Major Teaching Area. You will not receive an official advisor from the Department of Teacher Education, although you may consult with faculty, the department chair, and the Office of the Dean at any time for advice and suggestions.

If you decide to **change your major** you need to see your advisor and complete the appropriate paperwork. Please note that students attending through a Veteran's (VA) program are only allowed to change their major area of study once. It is suggested that you consult with the VA representative in the Registrar's Office regarding questions about your status.

## Registration

You should meet with your advisor when the *Schedule of Classes* for the each semester becomes available in order to verify that the courses you want to take are the courses you need to take to complete UCC requirements and those of your Teaching Major.

You may then register early for the next semester's courses.

All students can register online through the MyUSI, but freshmen need advisor approval before they register. Information about this is available under "School Services" and in the *Schedule of Classes* newspaper. Students with freshman standing may register only by meeting with an advisor.

Early registration for the spring and summer semesters is held during the first two weeks of November. Early registration for the summer and fall semesters is held during the first two weeks of April. There are usually signs around campus to remind you to register. The registration dates are also listed in the *Schedule of Classes* newspaper. The *Schedule of Classes* contains other important information about the registration process, as well.

## Education Courses for Middle School and Secondary Teaching Majors

The following list of courses pertains to students just entering USI, those changing their majors to Teacher Education, or those transferring in from another college.

**Field observations** are required in many education courses. This means that in addition to 3 or more hours spent in university classes each week, you may be required to spend between 8 and 20 hours per course in field observations at area schools. It is important that you plan your work and study schedule around the requirements of these courses. Try not to schedule two or more courses that require field observations for the same semester.

Education courses that may require field observations include EDUC 196, 201, 202, 304, 305, and 488. *You may not apply field observations from one course to another course.*

***Have you completed English 201 and have FR2 Status? If so, then take...***

**196 Foundations of Reflective Teaching (3)** The first course taken by all education students seeking the baccalaureate degree. This course is designed to introduce students to the profession of teaching and to the philosophical foundation for teacher education at USI—the Reflective Teaching Model. It introduces students to the program requirements for all teacher education programs. The course examines the nature and functions of schools, using philosophical, historical, and sociological perspectives. Students will explore the ways in which the preservice teacher's beliefs (especially about knowledge, ethics, and human life) influence educational outcomes by helping to shape classroom life. Guided field experience required. Prereq: ENG 201 and minimum of FR2 status.

**202 Growth and Development: Adolescence and Young Adult (3)** Examines the early and current theories of adolescent/young adult development in the areas of physical, psychosocial (cultural influences), and cognitive/language/literacy development of adolescent/young adult students. Focuses on the integration of research findings and theories of growth and development in high school practice. Guided field experience required. Prereq: EDUC 196 or co-requisite. F, Sp

**214 Instructional Technology in Education (3)** Explores the use of the technology to enhance the reaching and learning process. Students will explore current research, issues and methodology related to the design, development and use of technology resources. Emphasis will be placed on the evaluation and selection of Internet resources, educational software, productivity tools, and other emerging technologies in the educational environment. Students will develop skills in the production and effective use of print, projected, and displayed communication using technology tools. Prereq: EDUC 196.

**302 Multicultural Education (3)** The purpose of this course is to explore the theory and knowledge base that supports multicultural education and an awareness of diversity within American society. Topics may include the critical study of issues as they relate to race and ethnicity, exceptionality, language and dialect, religion, gender, and age. Field experiences may be required. Prereq: EDUC 201 or EDUC 202 or EDUC 242. F, Sp, Su

*When you have been admitted to Teacher Education and completed 45 credit hours take...*

**For High School Licensure:**

**305 - Teaching and Learning in the Senior High, Junior High, and Middle School (3)** The nature of teaching and learning, including psychological principles, instructional planning, instructional techniques, curriculum, and evaluation. Prerequisites: Education 202 and admission to teacher education. *16 – 20 hours of field experience required.*

**306 Educating Exceptional Children (3)** Defines and examines the nature and needs of exceptional children. Teaching methods that address each area of exceptionality and the effectiveness of these techniques will be discussed. The role of teachers, parents, and other relevant personnel will be investigated in relation to current practices which include mainstreaming, inclusion, least restrictive environment, and individual education program. F, Sp, Su

**EDUC 390 series – Major Teaching Area Methods Course** (see *Special Methods Courses*, pg. 15)  
Aims and methods of procedure in teaching in each content area.

**493 - Teaching Reading in the Content Areas (3)** Teaching techniques and materials for the developmental reading program in the middle, junior, and senior high school. Emphasis is given to both basic skills in reading and to reading in the various curriculum areas. Prerequisite: admission to teacher education.

**For Middle School Licensure:**

**304 - Growth & Development: Early Adolescence (3)** -Examines the early and current theories of early adolescent development in the areas of physical, psychosocial (cultural influences), and

cognitive/language/literacy development of students ages ten to fourteen years. Focuses on the integration of research findings and theories of growth and development in middle school practice. *16 – 20 hours of field experience required.*

**488 - The Middle School Curriculum (3)** Designed to serve the needs of those concerned with the development and organization of the middle school program. It encompasses a consideration of the theory and processes of curriculum planning and evaluation.

### **Professional semester (Student Teaching) - 15 credit hours:**

**448 Synthesis Seminar in Secondary Teaching (3)** Capstone Seminar in Secondary Teaching. A pre-professional course which provides a synthesis of interdisciplinary knowledge and pedagogical practices. Integrates knowledge gained from the University Core Curriculum, subject area coursework, and professional education core. The course also examines case studies which present issues faced by teaching professionals in secondary school settings. Prereq: permission of director of field placement. F, Sp

**473 Supervised Teaching in the Secondary School (3-6)** Orientation, participation, and actual teaching in the secondary grades. Enrollment only by permission of director of field experiences in education. F, Sp

**474 Supplemental Supervised Teaching in the Secondary School (3-6)** Participation and actual teaching in the secondary grades. Enrollment only by permission of director of field experiences in education. F, Sp

**OR**

**477 Junior High/Middle School Practicum (3-6)** Responsible teaching, under supervision, at the junior high/middle school level. The student will design, teach, and evaluate specific learning experiences. Prereq: EDUC 304 or 488. Enrollment only by permission of director of field experiences in education. F, Sp

## **Student Teaching**

An informational meeting about student teaching is held each October for all candidates who will student teach during the following year. Student teaching applications are due in mid-January before the academic year during which you will student teach.

There is also a Breeze presentation online that serves as an orientation to student teaching and answers common questions. <http://breeze.usi.edu/studentteaching/>

After you submit your *Application for Student Teaching*, you will receive a letter, which will tell you about your assignment, your school, and your supervising teacher.

Assignments for **Secondary Teaching Majors** (high school) are for 16 weeks. If you are a “Secondary only” major, you will student teach for 16 weeks in one high school setting. If you are receiving a middle school endorsement, you will have an 8/8 assignment – 8 weeks

in a middle school and 8 weeks in a high school. All Grade Majors student teach in two different settings – perhaps an elementary school and a high school.

*Because student teaching is a **15 credit hour requirement**, it is important to recognize that student teaching is a significant commitment and a full-time job in itself. We encourage students **not to work or take additional courses** during their student teaching semester.*

Many surrounding school corporations host our student teachers. Some students who live in nearby communities choose to student teach closer to home. The rule of thumb is that your student teaching assignment must be within a 50-mile radius of USI. You may not student teach at the high school which you attended.

## **Application Procedures: *Teacher Education, Student Teaching, Graduation, and Licensure***

### **Application for Admission to the Teacher Education Program**

You should apply for admission to the Teacher Education Program when you have passed Praxis I, when you are enrolled in or have completed 45 hours of coursework, and when you have at least a 2.75 GPA. There are also specific courses that you must have completed, including EDUC 196 and 202. A *Secondary Checklist* is located at the back of this handbook. The *Application for Admission to the Teacher Education Program* is available online, <http://www.usi.edu/educ/teach/undergraduateprograms.html>.

The first thing you should do is to read the directions on the *Application for Admission* packet, <http://www.usi.edu/educ/teach/undergraduateprograms.html>. You should have the office staff fill out the verification of your hours and GPA. Next you should make an appointment to see your advisor to complete the *Admission Checklist* and compute your GPA in the major. Your advisor will also double-check to be sure that your Praxis I scores are in your file. Make arrangements with your advisor to complete an *Admissions Interview* in the department of your Teaching Major. English and Social Science majors must submit a separate interview form with the application. Once all of the paper work has been submitted, you will be notified by mail of your acceptance to the Teacher Education Program. You may be *Admitted Unconditionally, Admitted Conditionally, or Not Admitted*.

The same standards for admission apply to transfer students. All transfer students must have a semester of grades from USI before being fully admitted to teacher education. (See the University Bulletin for additional information about these requirements.) Be sure to check with your advisor concerning other requirements.

It takes several weeks to process the applications for Admission to the Teacher Education Program, and you will not be allowed to enroll in 350 level education courses until you have been admitted.

## Application for Admission to Student Teaching

There is a very important meeting held each October for anyone who plans to student teach during the next school year. All of your questions about student teaching and the application process will be addressed at that meeting. The *Application for Student Teaching*, detailed instructions, and a Breeze tutorial are available online. Point your browser to <http://www.usi.edu/educ/teach/studentteach.html> .

A *Limited Criminal History Check* is also required before acceptance to Student Teaching. (See Nancy Martin.)

Applications are due in mid-January. If your application is submitted late, your placement cannot be guaranteed.

Do not procrastinate with your application materials! They must be error-free. Remember that your application will be sent to the principals of the schools where you will be Student Teaching and to your Supervising Teacher. It is in your best interest to make a good impression.

To be accepted for Student Teaching, you must have completed the following requirements:

- An overall GPA of 2.75 or higher
- A GPA of 2.75 or higher in your Teaching Major;
- A grade of C or better in all courses applied to the degree;
- Completion of all early field experiences with evaluation on file;
- Unconditional admission to the Teacher Education Program;
- A recommendation from a representative of your Teaching Major;
- Successful completion of the *Limited Criminal History Check*.

## Application for Graduation

*Senior Checkout* is the process by which we verify your coursework and determine if you are eligible for a degree. The *Senior Checkout* form is available at the College of Liberal Arts from Arlene Fortune, [ArFortun@usi.edu](mailto:ArFortun@usi.edu), 465-1102; in College of Business from Mary McGrew, [MMcGrew@usi.edu](mailto:MMcGrew@usi.edu), at 464-1962; and in Pott College of Science and Engineering from Dr. Maurice, [HMaurice@usi.edu](mailto:HMaurice@usi.edu), at 465-1084. Your checkout form indicates which classes, if any, you may still need to complete in order to graduate. You should make an appointment for Senior Checkout no later than the third week of the semester preceding your final semester. (You can view a DARS report through MyUSI to check your own progress prior to this appointment.)

A *Formal Application for Graduation* and a *Diploma Form* must be filed with the **Office of the Registrar**.

## **Licensure**

The **Chair of the Department of Teacher Education** has the responsibility for recommending students for all teaching licenses. The student has the responsibility for completing all requirements for the teaching certificate sought.

Students completing the Teacher Education Program at the end of the first semester of the school year will normally file applications for their initial license in Indiana after January 15 of the following year. All other students will normally file their applications after June 1 of the school year in which their work is completed.

*Applications for Licensure* are available from the **Office of Licensure**. It is recommended that all students apply for their initial teaching license from the State of Indiana.

It is important to remember that each state may have specific requirements for teaching licensure. The Office of Licensure will also be able to assist you with information on the licensing requirements of nearby states.

## **Praxis I and Praxis II Tests**

The *Praxis I* is a standardized test which is designed to be taken early in your college career to measure your reading, writing, and mathematical skills. The assessment is available in two formats, a paper-based test or a computer-based test. The computer-based version of the Praxis I can be taken at the **Prometric Testing Center** at 923 S. Kenmore in Evansville. You can make an appointment by calling (812) 479-6855. The paper-and-pencil version of *Praxis I* is given several times a year in Evansville at Central High School, and in Owensboro, KY at Brescia University

You should take the *Praxis I* early in your college career, once you have completed English 101 and Math 108/111. You must meet the scores in all three sections of the *Praxis I* prior to admission to teacher education. The required scores for the *Praxis I* are as follows: Math 175, Reading 176, and Writing 172. If you do not pass one or more sections of the Praxis I, you should request information on the remedial programs that are available on campus.

The *Praxis II* is a paper-and-pencil test that measures your knowledge in your Teaching Major. For licensure or endorsements in more than one teaching area, additional tests may be required. If you need to take multiple tests, you should develop a timetable for taking the tests. A well-developed plan will enable you to complete all tests before applying for your teaching license. Locally, Praxis II is administered at Central HS, and in Owensboro, KY at Brescia University.

**Information booklets on Praxis I and Praxis II are available in the Teacher Education Office.**

# **Important Information from the 2005—2007 University Bulletin**

## **Professional Preparation Program for Senior High/Junior High/Middle School**

The student who desires to become a senior high, junior high, and middle school teacher must complete the following pattern that leads to a Bachelor of Science degree and standard certification in the State of Indiana. This qualifies the holder to teach the specified subjects in grades 5-12.

## **Core Curriculum Requirements for Senior High/Junior High/Middle School and All-Grade Teachers**

50 semester hours. See the University Core Curriculum section in this bulletin. Requirements are the same for all programs.

## **Professional Education Requirements for Senior High/Junior High/Middle School**

Required Education Courses: EDUC 196—3 hrs.; 202—3 hrs.; 214—3 hrs.; 302—3 hrs.; 304—3 hrs.; 305—3 hrs.; 306—3 hrs.; 448—3 hrs.; 477—3 hrs.; 488—3 hrs.; 493—3 hrs.; the special methods course in the major teaching field (listed below -- 2-4 hrs.; Supervised Teaching 473—3-6 hrs. Supplemental Supervised Teaching; 474—3-6 hrs. , OR 477 – 3-6 hrs. (middle school endorsement).

### Special Methods courses

- Business Methods, ASBE 39 – Methods of Teaching Business in the Secondary School-3 hrs.; ASBE397- Methods of Teaching Computer Courses – 3 hrs.
- English Methods, EDUC 395-Teaching English in the Senior High, Junior High and Middle School-2 hrs.
- Foreign Language Methods, EDUC 390-Teaching Foreign Languages in the Senior High, Junior High and Middle School-2 hrs.
- Mathematics Methods, MATH 391-Teaching Mathematics in the Senior High, Junior High and Middle School-3 hrs.
- Physical Education Methods, PED 396-Teaching Physical Education-3 hrs.
- Science Methods, EDUC 396-Teaching Science in the Senior High, Junior High and Middle School-2 hrs.
- Social Science Methods, EDUC 394-Teaching Social Studies in the Senior High, Junior High and Middle School-2 hrs.
- Visual Arts Methods, ART 397- Materials and Methods in Secondary art Education -3 hrs.

## **Teaching Areas**

Students must select as a minimum one of the following patterns:

1. One teaching major (36 semester hours minimum)\*
2. One teaching major (36 semester hours minimum) and one or more teaching minors (24 semester hour minimum)\*
3. One all-grade major

\*Science -- single and dual licensure are available in chemistry, earth sciences, life sciences, and physics. Mathematics is available as a dual area with another science area.

\*Social Science – candidates are licensed in historical perspectives and government/citizenship, and a third area – economics, psychology, or sociology.

## **Secondary Education Teaching Majors:**

Business Education  
English  
French  
German  
Mathematics  
Physical Education  
Science  
Social Science  
Special Education  
Spanish  
Visual Arts

## **Secondary Education Teaching Minors (Must be attached to a teaching major)**

English  
French  
German  
Health and Safety Education  
Journalism  
Mathematics  
Physical Education  
Reading  
Spanish  
Special Education  
Visual Arts

For lists of course requirements for majors and minors, see either the appropriate sections in the Bulletin or personnel in the respective departments. Program course checklists also are available in the Bower-Suhrheinrich School of Education and Human Services.

## **Professional Preparation Program for All-Grade Education**

The student who desires to become a teacher at all grade levels must complete the following requirements that lead to a baccalaureate degree and certification in the State of Indiana. This qualifies holders to teach in the subject matter field(s) for which they are licensed in any public elementary or secondary school in Indiana.

**University Core Curriculum for All-Grade Education:** 50 semester hours

See the University Core Curriculum section in this bulletin. Requirements are the same for secondary education and all-grade education.

## **Professional Education Requirements for All-Grade Education**

*Required Education courses:* 196—3 hrs.; 201—3 hrs.; 202—3 hrs.; 214—3 hrs.; 302—3 hrs.; 305—3 hrs.; 306—3 hrs.; 493—3 hrs.

*Professional semester Required Education courses:* 448 or 458—3 hrs.; Supervised Teaching 471 or 473—3-6 hrs.; and Supplemental Student Teaching 472 or 474—3-6 hrs.

**Teaching Areas for All-Grade Education Majors**

Physical Education

Visual Arts

**For lists of course requirements for majors and minors, see either the appropriate sections in the Bulletin or personnel in the respective departments. Program course checklists also are available in the Bower-Suhrheinrich School of Education and Human Services.**

<b>College &amp; Department Contacts for Secondary Education Majors</b>				
<b>Pott College of Science and Engineering Technology</b> Senior Checkout Specialist – Dr. Maurice (465-1084)				
Life Science	Dr. Henri Maurice	hmaurice@usi.edu	461-5231	SC 1273
	Dr. Edith Hardcastle	elhardcast@usi.edu	461-5372	SC 1277
Chemistry	Dr. Jeff Seyler	jseyler@usi.edu	464-1923	SC 2263
Earth Science	Dr. Norman King	nking@usi.edu	464-1794	SC 2216
Physics	Dr. Kent Scheller	kschelle@usi.edu	464-1903	SC 2223
Math	Dr. Kathy Rodgers	krodgers@usi.edu	465-7093	SC 3273
<b>College of Business</b> Senior Checkout Specialist - Mary McGrew (464-1962)				
Business Education	Dr. Greg Valentine	gvalenti@usi.edu	465-1610	OC 3024
<b>College of Liberal Arts</b> Senior Checkout Specialist – Arlene Fortune (465-1102)				
Visual Arts	Dr. Joseph Uduehi	juduehi@usi.edu	465-1068	TC 240
	Dr. Kathryn Waters	kmwaters@usi.edu	464-1933	TC 225
Social Science	Dr. Tamara Hunt	tlhunt@usi.edu	465-3550	LA 3019
English	Dr. Michael Kearns	mkearns@usi.edu	464-1748	LA 3032
Journalism	Mr. Ron Roat	rroat@usi.edu	465-1608	LA 3085
Foreign Language	Dr. Susan Wolfe	swolfe@usi.edu	465-7026	LA 3071

<b>Bower Suhrheinrich College of Education and Human Services</b> Senior Checkout Specialist - Kristy Dedmond (465-7024)				
Physical Education	Dr. Jane Brezette	brezette@usi.edu	464-1811	ED 1107
Teacher Education	Dr. Vella Goebel	vgoebel@usi.edu	465-5306	ED 3133

## Secondary Checklist

### *Important Milestones—A Sequence of Requirements*

√ When completed

<b><i>With 0—24 credit hours, you need to</i></b>		
<b>Fall Semester</b>		
		Meet your Advisor
		Begin working on the <i>University Core Curriculum</i> (50 - 51 hours)
		Review Spring & Summer Course Offerings Early Register for UCC courses
		<b><i>Maintain a 2.75 GPA!</i></b>
<b>Spring Semester</b>		
		Plan for Summer & Fall classes <b>Early Register for EDUC 196 &amp; 202 if you have completed English 201 and have FR2 status</b>
		Take <b>Praxis I</b> during EDUC 196 <i>if</i> you have completed your math core and ENG 101
<b><i>With 24—55 credit hours, you need to</i></b>		
<b>Fall Semester</b>		
		<b><i>Take EDUC 196 &amp; 202</i></b>
		<b><i>Meet with your Advisor: decide on a Teaching Major &amp; Minor, Supporting Area, and/or Endorsement</i></b>
		<b><i>Plan for spring classes</i></b> <ul style="list-style-type: none"> <li>• <b><i>Early Register for EDUC 214</i></b></li> <li>• <b><i>Have you taken and passed Praxis I?</i></b></li> </ul>
<b>Spring Semester</b>		
		<b><i>Take EDUC 214</i></b>

		<i>Meet with your Advisor in your Teaching Area Major</i>
		<b>Apply for Admission to the Teacher Education Program if you have completed 45 credit hours. (File your “45-Hour Papers”)</b>
		<i>Decide if you want to major in Secondary Education with an endorsement in Middle School</i>
		<ul style="list-style-type: none"> <li>• <i>Early Register for EDUC 302</i></li> <li>• <i>Early Register for EDUC 306</i></li> <li>• <i>Early Register for EDUC 493</i></li> </ul>
<b>With 55—124 credit hours, you need to</b>		
<b>Fall Semester</b>		
		<b>Take EDUC 302, 306 &amp; 493</b>
		Meet with your Advisor in your <i>Teaching Area Major</i>
		Plan for Spring, Summer classes next Fall <ul style="list-style-type: none"> <li>• Early Register for <b>EDUC 305 &amp; EDUC 39x</b> (Methods Course in your Major)</li> <li>• If you are seeking a Middle School Endorsement, early register for <b>EDUC 304 &amp; EDUC 488</b></li> </ul>
		<b>Attend the October meeting for those who will student teach the following year</b>
<b>Spring Semester</b>		
		<b>Meet with your Advisor in your <i>Teaching Area Major</i></b>
		Take <b>EDUC 305</b> and <b>EDUC 39x</b> (your content-area methods course)
	<b>Mid-January</b>	Apply for Student Teaching Complete <i>Limited Criminal History Check</i> <ul style="list-style-type: none"> <li>• Submit Graduation Application if Student Teaching in <b>Fall</b></li> <li>• If Student Teaching in <b>spring</b> - Submit Graduation Application next semester</li> </ul>
		Complete <b>Graduation Checkout</b> (two semesters before graduating) in School of Teaching Major <ul style="list-style-type: none"> <li>• 124 credit hours required for Graduation</li> </ul>
<b>Your Last Year at USI, you need to</b>		
<b>Fall Semester</b>		
		Meet with your Advisor in Teaching Area Major
		Have you taken EDUC 305 & EDUC 39x?
		Early register for spring classes <ul style="list-style-type: none"> <li>• Early Register for EDUC 448, 473, 474 or 477</li> </ul>
		Take Praxis II Exam(s)
		Submit Graduation Application in School of your Teaching

		Major
	<b>Spring Semester</b>	
		Meet with your Advisor in your Teaching Area Major
		Student Teaching Semester <ul style="list-style-type: none"> <li>• Take EDUC 448, 473, 474 or 477</li> </ul>
	<b>May</b>	
		Commencement
		File for your Indiana Teaching License (Department of Teacher Education)