

Secondary Education  
**2016-2017 Academic Advising Guide**



**MICHIGAN STATE**  
UNIVERSITY

College of Education

## Welcome from the Teacher Education Advisors!

The Secondary Teacher Preparation Program at MSU is a five year program with an emphasis on preparing knowledgeable, skillful and professional secondary teachers. We are the top-ranked program among all United States colleges and universities. The #1 Secondary Education ranking reflects our outstanding reputation with superintendents, principals, teachers, and educators not only in Michigan, but around the globe. The reason this for this reputation is simple: MSU's College of Education develops teacher leaders.

We emphasize preparing teachers with deep knowledge of the content they are teaching, and of how learners learn the content. Being admitted means that you are academically ready to begin working regularly in real school settings with real students to learn more about teaching your subjects.

MSU teacher candidates are nationally recognized as knowledgeable, skillful AND professional. Being admitted means you are ready to learn to take on the behaviors and responsibilities of professional teachers.

Being admitted to the Secondary Teacher Preparation Program at MSU is a great accomplishment, and a great opportunity!

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## Academic Advising for Secondary Education

Secondary teacher candidates complete undergraduate degrees in their subject matter major. Students should continue to see their major advisor for most questions regarding course planning and graduation.

Secondary teacher candidates are welcome and encouraged to work with advisors in the College of Education Student Affairs Office regarding issues specific to their teacher certification and career planning. Questions about the program requirements, certification requirements, and continuing education requirements for certified teachers can be directed to any of the College of Education advisors. Contact the College of Education Student Affairs Office with questions or to schedule an appointment.

### Primary Advisor:

- Major Advising
- Degree Requirements
- University Requirements

### TE Advisor:

- Anything TE Related
- TE Classes
- Teaching Minor
- Certification
- Internship



**Main Office:**  
134 Erickson Hall

**Phone Number:**  
517-353-9680

## Certification for Secondary Education

Students pursuing secondary certification (grades 6-12) earn degrees in the departments/colleges of their teaching majors and must complete all of the requirements Endorsements on a Michigan secondary certificate indicate that the certificate holder is "highly qualified" to teach those subjects in the State of Michigan.

Michigan State University only certifies teachers for the State of Michigan. However, after getting certified in Michigan it is possible to apply for certification in another state. For more information on certification out of state go to: <http://certificationmap.com/>

### Certifications Include:

#### **Grades 6 - 12:**

Teaching major

Teaching minor

#### **Kindergarten - 12th Grade:**

Music Education

Art Education



## Secondary Teaching Majors

Agriculture, Food & Natural Resources Education <sup>1</sup>	History Education <sup>10</sup>
Arabic <sup>11</sup>	Japanese
Art Education <sup>2, 8, 16</sup>	Journalism
Biological Science <sup>7</sup>	Mathematics (BA) (BS)
Chemistry (BA) (BS) <sup>7</sup>	Music <sup>2, 8, 16</sup>
Chinese <sup>11</sup>	Physical Science <sup>6, 7, 8</sup>
Earth Science <sup>7</sup>	Physics (BA) (BS) <sup>7</sup>
English	Social Science Education: IDS <sup>4, 8</sup>
French	Social Science-James Madison <sup>3, 4, 8</sup>
German	Spanish

### **Must have a 2.50 GPA or higher in the teaching major**

Secondary certification students must complete coursework for at least one approved teaching major and one approved teaching minor (if the major is comprehensive, no minor is required). Credits counted toward the teaching major cannot be double counted to satisfy credit requirements for the teaching minor, and vice versa. However, courses can be double counted to satisfy requirements for *extra* (optional) teaching majors or minors.

#### Clarifications

1. Group Subject Area (Major must have a minimum of 36 credits; Minor must have a minimum of 24 credits to meet Michigan Department of Education requirements)
2. Secondary Level (K-12 subject area)
3. James Madison major in Comparative Cultures and Politics, International Relations, Social Relations & Policy, or Political Theory & Constitutional Democracy
4. Leads to certification in Social Studies
5. The Integrated Science ("DI") endorsement may be completed in lieu of a teaching minor when combined with an approved teaching major in one of the following areas: biology, chemistry, earth science, physics or physical science. The DI can also be an additional, extra endorsement area for teachers or teacher candidates when paired with an approved teaching major or minor in one of the sciences.
6. Physical Science Interdepartmental major leads to the Physical Science ("DP") endorsement which qualifies a teacher to teach chemistry, physics, and physical science.
7. An additional endorsement in Integrated Science ("DI") can be earned in combination with this science major or minor. See the requirements for the Integrated Science Endorsement.
8. Comprehensive teaching major (50 or more credits). No separate teaching minor is required.

## Secondary Teaching Minors

Agriculture, Food & Natural Resources Education <sup>1</sup>	Integrated Science Endorsement (“DI”) <sup>5</sup>
Arabic	Italian
Biological Science <sup>7</sup>	Japanese
Chemistry <sup>7</sup>	Journalism
Chinese	Latin
Computer Science	Mathematics
Earth Science <sup>7</sup>	Physics <sup>7</sup>
Economics <sup>10, 13</sup>	Political Science <sup>10, 13</sup>
English	Psychology
French	Russian
Geography <sup>10, 13</sup>	Sociology <sup>14</sup>
German	Spanish
History <sup>10</sup>	Teaching English to Speakers of Other Languages (TESOL) <sup>9, 12, 15</sup>

**Must have a 2.50 GPA or higher in the teaching minor**

### Clarifications Continued

9. The TESOL/English as a Second Language minor must be paired with a core academic major, as defined by No Child Left Behind. All of the current secondary teaching majors available at MSU are considered core academic subject areas (or sub-areas of core areas) with the exception of Agriculture, Food and Natural Resources Education. Thus, those non-core teaching majors cannot be paired with TESOL as a teaching minor.
10. Students in these majors and minors are encouraged to add an additional endorsement in Social Studies (“RX”) to increase versatility and marketability in teaching.
11. Available for Secondary Education, Elementary Education and K-12 certification (K-12 requires a major in this language).
12. Admission to this teaching minor may be space-limited.
13. Admission only to students pursuing a major in Interdisciplinary Studies in Social Science: Social Science Education (IDS SSE), History Education, or a James Madison major in Comparative Cultures and Politics, International Relations, Political Theory and Constitutional Democracy or Social Relations and Policy.
14. SOC 313 is not currently available and, until or unless it becomes available, students may substitute another 300 or 400 level SOC course for SOC 313.
15. Students should plan to take TE 494 during the senior year (concurrent with TE 407 or TE 408). The field placement is arranged; the course is online. To enroll, the TESOL Project Agreement Form must be completed.
16. Art Education and Music Education students who opt to add a teaching minor are required to take TE 409, a one-credit pedagogy course, related to the minor area.

## Teacher Education Studies Courses

The following courses are required for students pursuing secondary-level certification. Additional courses are required during the 5th year teaching internship (TE 501, TE 801, TE 802, TE 502, TE 803 and TE 804).

Course	Course Title	Credit
TE 150	Reflections on Learning	3
TE 250	Human Diversity, Power, and Opportunity in Social Institutions	3
TE 302 junior year	Learners and Learning in Context	4
TE 407 fall senior year	Teaching Subject Matter to Diverse Learners	5
TE 408 spring senior year	Crafting Teaching Practices	5
TE 409 spring senior year	Crafting Teaching Practices in the Secondary Teaching Minor	1

**Must maintain a 2.5 overall GPA in TE courses,  
with no individual grade below 2.0**

## **Student Organizations**

### **Friendship**

Are you interested in working with kids? Friendship is an after-school enrichment program at local elementary schools run entirely by MSU students. For more information: friends@msu.edu

### **Kappa Delta Pi (Epsilon Kappa Chapter):**

Kappa Delta Pi is an international honor society of, about, and for educators. Invitation to membership is based on high academic achievement, a commitment to education as a career, and a professional attitude that assures steady growth in the profession. For more information: kdp@msu.edu

### **Pangaea Educational Development:**

Pangaea Educational Development is an organization dedicated to empowering students, staff, and communities by providing essential resources to schools and creating self-sustainable programs that ensure the wellbeing of students around the world. For more information: pangeamsu@gmail.com



### **Student Council for Exceptional Children:**

The Student Council for Exceptional Children is an international organization designed to improve education and set the standards for educating individuals with exceptionalities, including those who are gifted and students with various disabilities. For more information: scec@msu.edu

### **Student Michigan Education Association:**

SMEA is a pre-professional organization that provides community service and professional development opportunities to Education students. SMEA is the student chapter of the Michigan Education Association (MEA) and the National Education Association (NEA). For more information: smea@mea.org

### **Student Literacy Corps:**

This student-run organization is an active element of the Capital Area Literacy Coalition (CALC). Drawing its members from all academic classes and departments at Michigan State University, the Student Literacy Corps assists in the coalition's operation from tutoring and office work to publicity to planning fund-raising events. For more information contact Patricia Williams: 517-420-1849

### **Tomorrow's Educators for the Advancement of Multiculturalism (TEAM):**

TEAM is an opportunity for those interested in teaching to promote diversity, both within and outside the classroom, through academic and civic engagement. For more information: teammail@msu.edu

## **Application & Admission to the Teacher Preparation Program**

### **Eligibility:**

The undergraduate application process is intended for MSU undergraduates who (1) are currently enrolled, (2) have reached at least sophomore status, (3) have a cumulative GPA of at least 2.50 at the end of the application semester, (4) have the required scores on the ACT, passed (or are registered to take) all three subparts of the MTTC Professional Readiness Exam or Basic Skills test (see next page), (5) have successfully completed any developmental coursework required in mathematics and writing (e.g., MTH 1825), and (6) wish to be considered for admission to the program in the spring of the year they apply.

Applicants should understand that meeting minimum requirements makes them eligible to have their application considered. It does not guarantee admission. Each application receives a thorough and holistic review by several evaluators. Essay fees and registration fees for the Professional Readiness Examination (PRE) cannot be refunded to students who are not admitted to the program.

### **Online Application:**

The undergraduate application is only open during the fall semester. It will typically open the Tuesday after Labor Day and close the Wednesday before Thanksgiving.

### **Timed and Proctored Essay:**

As part of the online application, all applicants must write a timed and proctored essay at a testing site on campus. At the end of the online application you will have an opportunity to select a time and date to write the essay.

### **Experience:**

Students applying for admission to Special Education must complete a pre-admission experience and submit documentation to 134 Erickson Hall before the end of the first week of spring semester of the year they apply. No documentation required for Elementary or Secondary but experience is helpful for the essay.

### **UECP and GECF Students**

Students admitted to UECP and GECF are required to meet all admission requirements. However, they are not required to complete the entire application for admission to the teacher preparation program.

### **For a full outline of application requirements:**

<http://education.msu.edu/academics/undergraduate/apply-teacher-prep.asp>



## Test Scores Required for Admission

Official ACT scores are required for admission to MSU's Teacher Preparation Program. The Michigan Department of Education (MDE) requires teacher candidates to have the following ACT scores:

Reading	22 (or higher)
Mathematics	22 (or higher)
English + Writing	24 (or higher)

If you have already taken the ACT and your scores meet or exceed those levels, you have met MDE's "basic skills" requirement. If you have already taken the ACT and your scores do not meet or exceed those levels, you may take the test again and have official scores sent to MSU. If you have taken the ACT more than once, we will use your best score in each subarea (Reading, Mathematics, and English + Writing) across multiple test dates. **The ACT can be taken a maximum of twelve times.**

**Please note:** The ACT no longer offers an English + Writing subtest. Effective September 1, 2015, the ACT English + Writing subtest was replaced by a new ACT Writing subtest. A score of 24 or higher on an ACT English + Writing subtest taken prior to September 2015 is still acceptable.

A score from the new ACT Writing subtest (taken September 2015 or later) can be combined with your best ACT English score (taken February 2005 to present) using an ACT Writing/English Combined Score table, found here (or see your academic advisor): <http://education.msu.edu/academics/undergraduate/documents/ACT-Combined-English-Writing-Matrix.pdf>

### Alternatives to the ACT

Applicants may also take the Michigan Test for Teacher Certification (MTTC) Professional Readiness Exam (PRE). Applicants may pass all three PRE subtests (Reading, Mathematics and Writing), or they may combine passing scores from the ACT, PRE and MTTC Basic Skills Test (the Basic Skills Test is no longer available, but we will continue to accept those scores).

In addition to combining passing scores on the ACT, PRE and Basic Skills Test, the MDE allows an additional alternative pass measure. **Please consult with an academic advisor to discuss alternative pass measures.**

The MDE does not accept SAT scores as alternative pass measures at this time.

More information about test scores required for admissions can be found on the College of Education application website, here: <http://education.msu.edu/academics/undergraduate/apply-teacher-prep.asp>

## Urban Educators Cohort Program

### What it UECP?

The Urban Educators Cohort Program gives students a distinct perspective on teaching in communities where resources and services are often limited. Through two years of focused coursework and guided teaching experiences, UECP helps prepare educators who are uniquely qualified to teach in urban school districts, addressing the needs of all learners.

### Why Join UECP?

Students attending the nation's urban schools deserve teachers who will remain committed to the job no matter how school budgets and reform efforts fumble. They need teachers who know how to cultivate the resources and potential others may fail to notice – so that all learners have the best chances to succeed. Those teachers are starting their preparation through the Urban Educators Cohort Program at Michigan State University.

Members of the close-knit program spend their freshman and sophomore years at MSU together visiting real classrooms and taking specialized courses together. They receive all the benefits of the nation's top-ranked teacher preparation program, with a distinctly urban focus.

### Freshman Year Courses:

Fall	TE 250	3	(sec 006, 007, or 008)
Spring	TE 150	3	(sec 023, 024, or 025)

### Sophomore Year Courses:

Fall	CEP 240	3
Spring	TE 291A	2

### How Do I Apply?

Submit a supplemental application to the Urban Educators Cohort Program which includes an essay regarding your interest in teaching in an urban setting as well as a description of the experiences/qualities that make you a strong candidate for the program.

**UECP is only available to incoming freshmen!**

**For more information:** <http://education.msu.edu/urbancohort/>



## Global Educators Cohort Program

### What it GECP?

The Global Educators Cohort Program is a specialized teacher preparation program focused on global and international perspectives. GECP students enjoy many advantages, such as individualized mentorship by faculty and practicing teachers with expertise and experience in global and international education; opportunities to participate in special seminars, undergraduate research opportunities, and special, smaller, faculty-led, course sections designed specifically for members of GECP.

### Why Join GECP?

The Global Educators Cohort Program (GECP) gives future educators the tools they need to teach with a global view and to make an impact in today's classrooms, which are increasingly culturally diverse. Through social and educational experiences, MSU's Global Educators are prepared to help young people think about themselves as citizens and stewards of the world around them.

Members of the close-knit program spend their freshman and sophomore years at MSU together visiting real classrooms and taking specialized courses together. They receive all the benefits of the nation's top-ranked teacher preparation program, with a distinctly urban focus.

#### Freshman Year Courses:

Fall TE 250 3 (sec 012, 013, or 014)  
Spring TE 150 3 (sec 026, 027, or 028)

#### Sophomore Year Courses:

Fall TE 352 3  
Spring TE 291A 1

### How Do I Apply?

Submit a supplemental application to the Global Educators Cohort Program which includes an essay regarding your interest in teaching in an global context as well as a description of the experiences/qualities that make you a strong candidate for the program.

**GECP is only available to incoming freshmen!**

For more information: <http://education.msu.edu/globalcohort/>



## Preparing for Graduation & Beyond



### GETTING IT RIGHT FROM THE START

College is about exploring your career options, finding your purpose, and developing valuable knowledge and competencies. Academic and career advisors can help you become a well-rounded professional who utilizes **analytical thinking skills**, demonstrates **cultural understanding**, applies **effective citizenship**, engages in **effective communication**, and **integrates knowledge** & skills in the workplace or graduate school.

## Education Student

[studented@msu.edu](mailto:studented@msu.edu)  
517-555-5555

### School Address

908 Akers Road, Rm. 101 East Akers Hall  
East Lansing, MI 48825

### Home Address

1234 Sunshine Ln.  
Haslett, MI 48840

If you change or add your teaching major or minor, be sure to update your resume accordingly.

### Michigan State University, East Lansing MI

*Bachelor of Arts, Special Education*  
*Teaching Major: Integrated Science*

- *Urban Educators Cohort Program*

### Education

When you're ready, try having a part-time job in college to show employers you are responsible and can manage your time. Choose one that relates to teaching to help determine that your major is the right fit for you.

May 2019

### Haslett High School, Haslett, MI

GPA: 3.5/4.0

June 2015

Once you gain more college experiences you won't need to list your high school or experiences prior to coming to MSU anymore.

### Rise and Shine Tutoring, Okemos, MI

*Tutor*

- Mentored 4 non-native English speaking children by helping them develop conversational language skills.
- Collaborated with lead tutor to create lesson plans to facilitate students' learning.
- Adapted study material for students with learning disabilities.

### Experience

August 2015-Present

Avoid only highlighting "jobs" on your resume. Valuable experiences can also be volunteer, research, or leadership-based. Choose those that have helped you gain professional skills and accomplishments.

### High School Summer Study Program, Ensenada, Mexico

*Participant*

- Travelled to Ensenada, Mexico during a 6-week high school exchange program.
- Gained experience working with diverse classmates to prepare group presentations for class of 30 students.
- Utilized Spanish-speaking skills to effectively communicate with host family and other native speakers.

June 2014-August 2014

### J's Cone Zone, Haslett, MI

*Ice Cream Associate*

- Provided friendly customer service in a family environment.
- Only high school student invited to handle daily cash transactions over \$500.
- Monitored inventory and assisted manager by reordering supplies when needed.

April 2013-August 2015

Get involved at MSU. Successful students join organizations and often take on leadership positions

### Extracurricular Activities

**FRIENDSHOP**, *Member*

**Habitat for Humanity**, *Volunteer*

**National Honors Society**, *Member*

**Varsity Soccer Team**, *Athlete*

September 2015-Present

Spring 2015

August 2013-June 2015

Fall 2011-Fall 2015

### Skills

Proficient in Microsoft Office: Word, Excel, PowerPoint, Access; Adobe InDesign & Photoshop  
Conversational Spanish

Need more help with your resume? Contact your College of Education Career Consultant.  
Pepa Casselman, [carls173@msu.edu](mailto:carls173@msu.edu), 517-353-9682, [career@work.msu.edu](mailto:career@work.msu.edu)



# handshake

## What is Handshake?

Handshake is your one stop shop for all things career related. It allows you to easily:

Explore majors and career paths

Sign up for workshops and events

Learn about career fairs

Connect with employers

Find job and internship opportunities

Search career resources

All Jobs (part-time, on and off-campus, full-time and internships), Career Fairs, Employer Events, Off-Campus Career Events, and Advising Appointments will be posted on Handshake.

## 5 steps to get started with Handshake

Login to Handshake. You will receive an email from us with a link to join Handshake. If you don't have that email, try finding our Handshake page at [MSU.joinhandshake.com](http://MSU.joinhandshake.com). Click the 'Sign up for an Account' link in the lower left hand corner to get started.

Fill out your profile. Some of your information will already be in your Handshake profile. Check to be sure all information is correct, and fill out the remainder of your profile.

Upload a Document. You'll likely want to have a public resume available in Handshake for employers to see. This will also help you complete your Handshake profile.

Take Handshake for a spin. Use the top search bar and filters to look for companies and jobs you're interested in learning more about or applying to. You can always save your searches in Handshake, so finding relevant employers and jobs will be easy!

Follow jobs and employers you're interested in. When you follow an employer or a job, you'll automatically start receiving information about the company or job so you won't miss out on updates or new opportunities!

## We're Here to Help!

Career Consultants are located in every college to help answer all career related questions (including what can I do with this major?) and to help you get started with Handshake.

### College of Education

Pepa Casselman

134A Erickson Hall

[carls173@msu.edu](mailto:carls173@msu.edu)

(517) 353-9682

[CareerNetwork.msu.edu](http://CareerNetwork.msu.edu)



### Classification of Students

<u>CLASS</u>	<u>CREDITS EARNED</u>
FRESHMAN	LESS THAN 28
SOPHOMORE	28-55
JUNIOR	56-87
SENIOR	88 AND ABOVE



### Calculating Your GPA

**CREDITS** earned in course X **GRADE** in course = **POINTS**

Add all **POINTS** together

Add all **CREDITS** together

Divide total **POINTS** by total **CREDITS** = **GPA**

<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Points</u>
ISS 210	4	x 3.5 =	14
WRA 101	4	x 4.0 =	16
MTH 103	3	x 1.0 =	3
TE 150	3	x 3.0 =	<u>9</u>
			42



$$42 / 14 = 3.00$$

### Secondary Planning Grid

FRESHMAN		SPRING		SUMMER	
FALL		TE 150 or TE 250*			
TE 150 or TE 250*	3	TE 150 or TE 250*	3		
<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>	

\*NOTE: TE 150 and TE 250 can be taken Fall or Spring semester of Freshman or Sophomore year.

SOPHOMORE		SPRING		SUMMER	
FALL					
<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>	

JUNIOR		SPRING		SUMMER	
FALL		TE 302*			
TE 302*	4	TE 302*	4		
<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>	

\*NOTE: TE 302 can be taken Fall or Spring semester.

SENIOR		SPRING		SUMMER	
FALL		TE 408			
TE 407	5	TE 408	5		
		TE 409 (if needed for minor)	1		
<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>		<b>TOTAL CREDITS</b>	

TOTAL CREDITS TO GRADUATE: \_\_\_\_\_



Notes



# Stay Connected!

## College of Education

Address:

620 Farm Lane, Rm 134  
Michigan State University  
East Lansing, MI 48824

Phone Number:

517-353-9680

## Social Media



MSUCollegeofED



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msucollegeofed



College of Education  
Michigan State University



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MSUCollegeofEd

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