

**University of Pittsburgh at Johnstown
Division of Education**

Student Handbook

2007 – 2008

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INTRODUCTION TO THE STUDENT HANDBOOK

Welcome to the University of Pittsburgh at Johnstown Division of Education. The Division of Education *Student Handbook* is a vital source of information for education majors. While education advisors and other education faculty and staff may assist students in making decisions about their program, ***students have the responsibility to read and fully understand all information and to abide by all policies and procedures described in the Student Handbook.***

The *Student Handbook* is divided into two parts:

- Part I: *Program Completion* (pp. 4-45) describes policies that apply to students in all education programs. Relocation, transfer, and post-baccalaureate students should read carefully pages 10-11 for the specific policies that apply to them.
- Part II: *Programs of Study* (pp. 46-89) describes the curriculum for each program.

Division of Education certification program requirements and policies described in the *Student Handbook* are modified from time to time. The Chairperson of the Division of Education reserves the right to direct students who have not taken classes at UPJ for *one or more academic terms* to complete the program requirements which are in effect at the time of their return to UPJ.

Information contained in this edition of the *Student Handbook* was updated in August 2007. It supersedes all previous editions.

DIVISION OF EDUCATION MISSION STATEMENT

The mission of the Division of Education of the University of Pittsburgh at Johnstown is to provide a four-year undergraduate certification program that produces exemplary teachers in elementary and specific areas of secondary education (English, mathematics, natural sciences, and social sciences) who are knowledgeable, resourceful, and well-prepared to teach in our state's and nation's schools.

This mission statement was written by Division of Education faculty members with input from the Division of Education's Advisory Council. The Advisory Council is comprised of teachers and administrators from area school districts, UPJ faculty members, and UPJ education students. The full Council is organized for working purposes into the Elementary Education Advisory Council and the Secondary Education Advisory Council.

To fulfill the mission of preparing exemplary teachers, the Division of Education has designed programs of study that meet or exceed Pennsylvania certification standards. Students in all programs are provided opportunities to combine study of their content subject and study of traditional and innovative teaching methodology with practical application experiences in area classrooms.

All programs are designed so that entering freshmen who make a commitment to academic excellence may complete their requirements in a four-year (eight-term) period of full-time study, earning both teacher certification and a Bachelor of Science (BS) or Bachelor of Arts (BA) degree. In addition, eligible post-baccalaureate students have the option of pursuing certification with or without a second baccalaureate degree.

This *Student Handbook* specifies the exit criteria or standards that students must meet in order to complete their program. In consideration of its mission statement, the Division of Education expects students in all programs to demonstrate excellent performance in meeting the exit criteria.

BECOMING A TEACHER IN PENNSYLVANIA

College students who consider teaching careers have had a lot of first-hand experience seeing teachers at work. They were able to see that in spite of the inevitable difficulties and frustrations of teaching, teachers can have very rewarding experiences in helping students learn and in passing on our culture to future generations.

An individual wishing to become a teacher in Pennsylvania must begin by attending one of the colleges and universities in Pennsylvania that offer teacher certification programs. Some of the colleges offer only a limited number of programs while others offer a wider variety of programs. While specific programs can differ from college to college, all of these programs are monitored by the Pennsylvania Department of Education to assure that state standards are met.

To become certified teachers at the beginning level (Instructional I certificate), teaching candidates must complete their bachelor's degree and their college's certification program with a minimum 3.0 grade point average, pass the Praxis I and Praxis II tests, and successfully complete student teaching. In addition, teaching candidates must go through criminal and federal background checks and child abuse clearances.

In order to attain the Instructional II certificate, teachers are required to complete three years of successful teaching in an accredited public or private school with an approved first-year induction (mentoring) program. They also must complete 24 additional college credits of study at an undergraduate or graduate institution before completing six years of teaching. Many teachers use these credits toward earning a master's degree and another area of certification. In order for teachers to maintain the Instructional II level of certification and to continue learning and growing in their profession, every five years they must complete additional college courses or approved in-service programs, or they may engage in other types of professional work as determined by the school district where they are employed.

There are a wide variety of opportunities for certified teachers in Pennsylvania. There are 501 public school districts in the state as well as many private and non-public schools. In 2004 there were about 2,120,000 students in Pennsylvania schools and about 121,000 teachers. Teachers in Pennsylvania earn compensation similar to teachers throughout the northeast. In the 2003-2004 school year the average salary was \$52,640. Furthermore, most Pennsylvania teachers have good fringe benefits including low-cost health insurance and a generous retirement package.

Historically, Pennsylvania colleges have prepared more new teachers each year than are needed in the state to replace teachers who retire or who otherwise leave their positions. That means that in some parts of the state teaching jobs are quite competitive. Therefore, many Pennsylvania-trained teachers are working throughout the country, especially in those geographic areas with severe teacher shortages. Pennsylvania has reciprocal agreements with many states so that a Pennsylvania teaching certificate is recognized in those states and allows one to begin teaching while meeting any further requirements. At last count, Pennsylvania had reciprocal agreements with 44 other states and the District of Columbia. A list of those can be found at www.teaching.state.pa.us/teaching/cwp/view.asp?a=3Q=22613. In spite of the current over-abundance of qualified teachers in some geographic areas of the state and in some teaching fields, many of Pennsylvania's teachers are nearing retirement and the number of expected retirements will increase each year in the near future. Therefore, the outlook for finding a teaching job in Pennsylvania improves yearly.

Teaching in Pennsylvania is and will continue to be both professionally challenging and personally rewarding. For more information try the websites below.

www.teaching.state.pa.us/teaching

www.pde.state.pa.us/k12statistics

MAJORING IN EDUCATION AT UPJ: AN OVERVIEW

1. **PROGRAMS:** The Division of Education offers four-year programs of study leading to Pennsylvania teacher certification and (1) the baccalaureate degree in *Elementary Education* (BS), and/or (2) the baccalaureate degree in Secondary Education with a choice of several certification programs: *Biology* (BS), *Chemistry* (BS), *Social Studies* (BA), *Earth and Space Science* (BS), *English* (BA), and *Mathematics* (BS). Secondary Education students pursuing certification in Biology, Chemistry, or Earth and Space Science also may acquire certification in *General Science*. Some students choose to complete a double major or to fulfill requirements for a minor; this option requires careful planning. See page 9 for information on double majors, dual certifications, and minors. Post-baccalaureate students may choose to seek certification with or without the additional baccalaureate degree (See pages 12-13).

2. **LEVELS OF STUDY:** Successful education majors complete two levels of study: *pre-education* and *upper level*. All education majors begin their program of study in the pre-education level of their chosen certification program and must meet requirements to advance to the upper level.

3. **ADVISING/REGISTRATION:** Upon declaration of their major as pre-education, students are assigned to a Division of Education faculty member who will serve as their academic (education) advisor. Education advisors guide students toward successful completion of their program, maintain their advisees' academic folders, and post office hours on their office doors designating times that students may meet with them. *Students are responsible to make an appointment with their education advisor at least two weeks prior to the beginning of each term's registration date by signing the advising schedule posted on the door of their advisor's office. Students who fail to make an appointment in this timely manner may find that their advisor is unavailable until after registration. Students would then need to pay a late fee to register and may also find that some courses are no longer open.* Students may obtain the name of their education advisor by contacting Ms. Shirl Smigla, Administrative Assistant (153 Biddle Hall).

4. **BACKGROUND CLEARANCES:** All students are required to obtain and submit the appropriate forms for both a criminal and a child abuse background clearance after declaring education as a major and again as part of the application to the student teaching process. See pages 29-30 for more information about 1) obtaining forms, 2) submitting background clearances to the Division of Education, and 3) the importance of the background clearances. In addition, in the year prior to student teaching, students are required to undergo fingerprinting through a Pennsylvania Department of Education designated site. Information will be made available to students for that process.

5. **APPLICATION TO THE UPPER LEVEL:** Freshmen who enter UPJ as declared pre-education majors typically spend their first three terms meeting requirements enabling them to *apply for admission* to the upper level by January 15 of their sophomore year. Pre-education students are encouraged to apply for admission to the upper level as soon as they have met all application requirements, and they must apply by the established deadlines. See page 14 for information on steps, deadlines, and requirements for applying to the upper level.

6. **ADMISSION TO THE UPPER LEVEL:** Pre-Education students who *apply* to the upper level must meet all requirements, including passing several certification tests, to be *admitted* to the upper level. Upon declaring pre-education as a major, students should gain a complete understanding of the requirements that they must meet to be admitted to the upper level and should read pages 16-17 very carefully for this purpose. Students should see page 28 for information on required Praxis tests.

7. TRANSFER AND POST-BACCALAUREATE STUDENTS: Special policies and requirements for admission to the upper level apply to transfer and post-baccalaureate students and to students relocating from other University of Pittsburgh campuses. Prospective UPJ students should understand all policies pertaining to completing an education program at UPJ *prior to* seeking admission or relocation to UPJ and should read pages 12-13 very carefully for this purpose.
8. UPPER LEVEL COURSES: Upper level elementary and secondary education courses are taken during the junior year and first term of the senior year and *all must be taken at UPJ*. They are open only to students who have gained admission to the upper level.
9. STUDENT TEACHING: Upper level students typically complete their program with a full term of student teaching. Students must meet requirements to be admitted to student teaching. Students admitted to student teaching are *assigned to the student teaching term* they designate on their application to the upper level and may not be able to change this term assignment at a later time. Upper level students must apply for student teaching by established deadlines and meet all requirements to be actually *assigned a student teaching placement*. The Division of Education chooses student teaching placements and does not grant students permission to student teach in a non-UPJ established site. All students should gain a complete understanding of the requirements that they must meet to be assigned a student teaching placement. Students should read pages 18-20 very carefully for this purpose. Students may seek additional clarification from Ms. Karen Clites, Field Experiences Administrative Assistant, in Biddle 151.
10. GRADUATION: Upper level students who meet all *graduation* requirements are eligible for the baccalaureate degree. See page 21 for graduation requirements.
11. TEACHING CERTIFICATION: The Division of Education designates all upper level students as *program completers* when they have completed all program and graduation requirements, including student teaching and *exit standards* (see p. 33). This designation also includes earning a *Satisfactory* designation on the professional portfolio requirement (see p. 36). Program completers become eligible for Pennsylvania teaching certification when the Division of Education receives verification that they have passed all required certification tests. Ms. Shirl Smigla then submits the program completer's application for certification to the Pennsylvania Department of Education, which typically issues the certification to the new graduate within a few weeks. See pages 21-22 for information about certification requirements and pages 23-24 for information about teacher certification in Pennsylvania and in other states.
12. DIVISION BULLETIN BOARD: In addition to this *Student Handbook*, students will find that important announcements concerning Division of Education application deadlines, program policy revisions, certification testing requirement changes, directed tutoring courses, teaching positions, and other essential matters are posted on the bulletin boards located outside the Division of Education main office (153 Biddle Hall). All education majors would be wise to check this bulletin board regularly.
13. WRITTEN COMMUNICATION: From time to time, the Chairperson of the Division of Education will send a letter or other communication to education majors for a number of reasons including when a change of policy occurs. Except during the summer months, these letters are sent to the student's campus mailbox (Student Union). All students, *whether they live on or off campus*, should check their mailbox on a regular basis and should carefully read the information contained in these letters.

PROGRAM COMPLETION TIME-LINE

The following time-line identifies the actions that students should take who a) enter UPJ in the fall term of their freshmen year as declared pre-education majors, b) are admitted to the upper level in the spring term of their sophomore year, and c) student teach in the spring term of their senior year. This time-line will vary for students who do not declare education as a major when first admitted to UPJ and for transfer, post-baccalaureate, and relocation students. **Students should place on the appropriate line the date they have taken each action, and should share this information with their advisors at each advising session.**

- | | |
|---|--|
| Freshman Year | <ul style="list-style-type: none"> • <u>September</u>: Submit background clearances to Ms. Karen Clites – Biddle 151. p. 29 _____ • <u>October</u>: Sign up with your advisor for spring term registration advising prior to registration date. Sign-up sheet on advisor's door. _____ (1st term only). Continue this process every term. Speak with your advisor about double majors, double certifications, and minors. p. 11 • <u>March</u>: When registering for fall term courses, be sure you will have taken at least three of your program's selected courses, the two required math courses, one English composition course, and one English literature course by the end of the fall term of your sophomore year. p. 16 _____ • <u>May</u>: Register for a summer testing date for all three Praxis I certification tests (and Fundamental Subjects: Content Knowledge Test for Elementary Education only) if you haven't already taken and passed the tests during your freshman year. p. 28 _____ |
| Sophomore Year | <ul style="list-style-type: none"> • <u>September</u>: Begin to organize your Professional Portfolio. p. 36 _____ (date of 1st time organizing portfolio) • <u>Fall Advising Period</u>: Obtain upper level application and letter of recommendation forms from Ms. Shirl Smigla (Biddle 153). Distribute letter of recommendation forms to faculty members <i>before</i> the end of the term. p. 14 _____ • <u>January 15 or May 15</u> (depending on when requirements are met): By the due date, submit completed upper level application form to Ms. Smigla. p. 14-15 _____ |
| Junior Year | <ul style="list-style-type: none"> • <u>September</u>: Register for graduation at Registrar's Office (Biddle 132). Check your program audit on-line to verify that you have met all program requirements. p. 21 _____ • <u>October</u>: If appropriate, during advising session, have advisor complete <i>Degree Audit Course Substitution/Waiver Form</i> for courses substituted or waived in your program. p. 21. _____ • <u>August</u> (before senior year if student teaching in spring term) apply for updates to background clearances and undergo fingerprinting around August 15. p. 29 _____ |
| Senior Year | <ul style="list-style-type: none"> • <u>September</u>: <i>Secondary education students</i> obtain application for spring term student teaching during the first week of the term from Ms. Karen Clites (Biddle 151). <i>Elementary education students</i> will receive applications in EI Ed 1193. Meet with your advisor by September 23 to review your application. _____
By September 30 submit completed application, updated background checks, fingerprinting clearance (sent by PA Department of Education) and TB test results to Ms. Clites. p. 18 _____ • <u>November</u>: Take Praxis II (Content Area or Specialty) certification tests. p. 28. _____
Check bulletin board to verify correct tests for your program. • <u>February</u>: Meet with your advisor to review your completed <i>Education Division Graduation/Certification Application</i>, returning it to Ms. Shirl Smigla by the deadline. p. 21-22 _____ |
| Students not in the above sequence of program completion | <p>Plan your time-line for <i>variations of dates shown above</i>, particularly for applying for updated background clearances and fingerprinting (p. 29), taking PRAXIS II certification tests (p. 28), applying for student teaching (p. 18), and meeting with your advisor to <i>review Education Division Graduation/Certification Application</i> (p. 21). Place dates on appropriate lines above. Your advisor can assist you with this task, if necessary.</p> |

DOUBLE MAJORS, DOUBLE CERTIFICATIONS, AND MINORS

Double Majors

Education students may choose to complete the requirements for an additional major. For example, a student may choose to complete the requirements for both a major in Secondary Education: Social Studies and a major in History. This student would earn one B.A. degree, with both majors listed on the academic transcript. Double major students will have an academic advisor for each major, and must meet with each on a regular basis to ensure completion of all program requirements. *Students completing requirements for a double major should choose Pre-Education as their primary field of study as a number of education courses are restricted to education majors.*

Students interested in this option should speak with their education advisor as early in their program as possible. In some cases, with careful planning, students may be able to complete the requirements for two majors in a four-year period. In other cases, students may need more than a four-year period to complete requirements for two majors.

Dual Certifications

Education students may choose to earn a second certification by completing all requirements of each program and by passing all Praxis certification tests required for each program. For example, a student may choose to complete the requirements for both Secondary Education: Biology certification and General Science certification. This student would earn one B.S. Degree in Secondary Education with two certifications.

Students interested in this option should speak with their education advisor as early in their program as possible. Students in all Secondary Education science programs, in particular, should speak with their advisors about seeking an additional certification in General Science, which is not offered unless combined with another certification area. In most cases, students will need more than a four-year period to complete requirements for dual certification.

Minors

Students also may earn a minor in available areas by completing the appropriate requirements. *Requirements for Minors at UPJ* can be found in the Academic Source Book that is distributed to new freshmen and on the UPJ web site under “Academic Support Programs.” Most advisors also have copies of the requirements for academic minors. Students who earn a minor may enjoy a marketability advantage in some school districts, particularly Elementary Education majors interested in teaching in a middle school. Students interested in a minor should discuss this option with their education advisor as early in their program as possible. Students must inform their advisors of their progress toward earning a minor and should seek guidance from a faculty member in the minor area prior to each advising session. At the completion of the program, the education advisor must verify that the student has completed requirements for the minor.

Popular minors for Elementary Education majors include geography, history, creative writing, English literature, and a foreign language. Secondary Education students are not likely to complete requirements for a minor without extending beyond their four-year program period.

RELOCATION, TRANSFER, AND POST-BACCALAUREATE STUDENTS

There are three categories of prospective applicants to the Education program at UPJ who have taken courses at other campuses. *Relocation Students* are undergraduate students who plan to relocate to UPJ from another University of Pittsburgh (Pitt) campus. *Transfer Students* are undergraduate students who have earned *nine or more credits* at another college/university and who plan to transfer to UPJ. *Post-baccalaureate Students* have earned a baccalaureate degree and plan to seek elementary or secondary teaching certification with or without a second baccalaureate degree. Those who are admitted to the Division of Education begin as pre-education majors and must be admitted to the upper level education program. (See pages 15-18 for upper level requirements.) Prospective applicants are advised to read all policies pertaining to completing an education program at UPJ carefully and to be certain those policies are understood prior to applying for admission to UPJ.

To be eligible to enter the pre-education program, **prospective applicants from other campuses cannot have failed any Praxis II content area test** unless they passed that test at a later time. In addition, **prospective applicants must have a current cumulative GPA that is at least 2.50 for 0-12 earned credits, 2.65 for 13-24 earned credits, 2.80 for 25-74 earned credits, and 2.90 for 75 and above earned credits.** The applicant's entry cumulative GPA is calculated as an aggregate from all institutions attended and includes courses with a grade below C, even though those courses do not transfer to UPJ from other institutions outside the Pitt system.

Prospective *transfer students* and *post-baccalaureate students* who are admitted to the pre-education program with an entry GPA of 3.00 or above will need to establish a minimum Pitt GPA of 3.00 before being admitted to the upper level. *Transfer students* are required to complete a minimum of 15 credits at UPJ to establish the required GPA. *Post-baccalaureate students* whose degrees were earned outside the Pitt system are required to complete a minimum of 12 credits at UPJ to establish the required GPA.

Prospective *transfer students* and *post-baccalaureate students* who are admitted to the pre-education program with an entry GPA below 3.00 will carry a cumulative "Combined GPA." These students will need to earn a Pitt GPA higher than 3.00 in order to attain a *Combined GPA* of 3.00 to enter the upper level. The *Combined GPA* is based upon a total of the following: a) all grade point credits earned through the Pitt system after entry into the UPJ pre-education program and for the five years preceding entry into that program; b) all grade point credits for all courses taken at any other college in the five years preceding entry into the UPJ pre-education program, whether or not the courses were accepted by UPJ; and c) all grade point credits for courses completed at UPJ or any other college *more than five years* before entry into pre-education if those courses are applied to the student's chosen education program. Thus, a student who takes his/her first courses at UPJ in Fall 2007 would have all of his/her previous courses taken from Fall 2002 and thereafter counted, along with any courses taken prior to Fall 2002 that are applied to the education program.

Relocation Students

Students within the Pitt system who meet the minimum GPA and Praxis II criteria explained above should schedule a meeting with the Chairperson of the Division of Education, by calling Ms. Shirl Smigla at (814) 269-7008, preferably as early as two terms *prior* to relocating to UPJ. In some cases, it may be advisable for the applicant to apply to the upper level while enrolled at another University of Pittsburgh campus, and s/he may do so only by permission of UPJ's Chairperson of the Division of Education.

Transfer Students and Post-Baccalaureate Students

Prospective *transfer* and *post-baccalaureate students* who meet the minimum GPA and Praxis II criteria explained above should complete the following steps:

1. Request an initial transcript review from the Division of Education by submitting a) a letter designating the intended program, and b) legible and complete copies of transcripts from all colleges/universities attended. This review is unofficial and for informational purposes only. Requests should be mailed, not sent by fax or e-mail, to Dr. Karen Scanlon, Division of Education, 153 Biddle Hall, University of Pittsburgh at Johnstown, 450 Schoolhouse Road, Johnstown, PA 15904. The review will be returned in as timely a manner as possible, typically within two-three weeks.
2. Upon receipt of the Division's transcript review, students interested in completing an education program at UPJ should make an appointment with the Chairperson of the Division of Education by contacting Ms. Shirl Smigla at (814) 269-7008.
3. After meeting with the Chairperson of the Division of Education, interested *transfer students*, and *post-baccalaureate students* interested in seeking certification *with* a second degree, should apply for admission to UPJ. *Post-baccalaureate students* interested in seeking certification *without* a second degree should speak with the Chairperson of the Division of Education about being assigned an advisor and scheduling courses. "Certification only" students will need to complete a form that, when presented to the Registrar, will allow them to register for classes.

Once the student is admitted to UPJ, it is the responsibility of the Office of the Registrar to determine which of the admitted student's courses will be accepted by UPJ and whether such accepted courses are the equivalent of UPJ courses. It is the responsibility of the Division of Education to determine which courses accepted by UPJ will be applied to a specific program. In some cases, transferred courses accepted by UPJ will not apply to the student's program. *Further, each program has specified courses that must be taken at UPJ.* All programs require that *History and Philosophy of Education (FdsEd 0001)* and all *upper level courses* be taken at UPJ. In addition, both Secondary Education English (see p. 63) and Secondary Education Mathematics (see p. 67) require that some other courses be taken at UPJ.

APPLICATION FOR ADMISSION TO THE UPPER LEVEL

WHO MAY APPLY: Pre-education students are eligible to *apply* for admission to the upper level when they meet the following two criteria:

1. Have earned a minimum of 45 total credits (UPJ credits plus any transfer credits).
2. Have earned a minimum UPJ cumulative GPA of 2.70. Note: *Admission* GPA is 3.0; however, students with GPAs from 2.70 to 2.99 with at least 45 earned credits are encouraged to apply to the upper level (See details below under admission requirement #7).

HOW TO OBTAIN AN APPLICATION FORM: Pre-education students should *obtain* an application form from Ms. Shirl Smigla, Administrative Assistant of the Division of Education, in Biddle 153 during the advising/registration period *the term before* they intend to submit an application for admission. This allows adequate time for applicants to distribute recommendation forms to UPJ faculty members who agree to write recommendations on their behalf. Faculty recommendation forms can also be found on the Division of Education web site.

WHERE TO SUBMIT THE COMPLETED APPLICATION: Pre-education students submit their completed applications to Shirl Smigla (Biddle 153) by the established deadlines indicated below.

WHEN TO SUBMIT THE COMPLETED APPLICATION: Pre-education students should pay close attention to the following **deadlines** for submitting their application, as late applications will not be considered. Students who miss one admission period deadline may choose to submit an application for a later one.

- January Admission Period: Students who plan to begin their upper level program the subsequent fall term -- Students who meet all admission criteria and are admitted at this time will be able to register for fall term upper level courses.
Deadline to submit application for the January Admission Period: January 15.
- May Admission Period: Students who did not apply to the upper level during the January Admission Period and still plan to begin their upper level program the subsequent fall term -- Students who meet all admission criteria and are admitted at this time will be able to register for fall term upper level courses through the add-drop process.
Deadline to submit application for the May Admission Period: May 15.
- September Admission Period: Students who plan to begin their upper level program the subsequent spring term -- Students who meet all admission criteria and are admitted at this time will be able to register for spring term upper level courses.
Deadline to submit application for the September Admission Period: September 15.
- NOTE: Applications will be accepted the following Monday when the 15th falls on a weekend.

STEPS TO ENSURE A COMPLETE AND ACCURATE APPLICATION: Incomplete or inaccurate applications will not be considered and will be returned to students who then may choose to apply at a future date. Therefore all applicants should take the following steps *before* submitting an application to insure completeness and accuracy:

- Check their academic record carefully *if they have repeated courses* to assure that their original grade is not being counted as part of their cumulative GPA. Applicants should also check with the Registrar's Office if they need clarification. See page 42 for information on repeating courses.
- Check with their advisor to be certain that the student teaching term for which they are applying is correct. Admitted students will be assigned to the student teaching term they have indicated on their application. Students wanting to change their student teaching term will not be re-assigned to another student teaching term if spaces are not available.
- Check with Ms. Shirl Smigla a day or two *before* the deadline date to determine whether the Division has received all of their letters of recommendation. Applicants should have distributed letters of recommendation forms well in advance of the deadline and have communicated clearly to these three faculty members that the *Division of Education must receive completed recommendations by one week after the deadline date.*

ADMISSION DECISION: The Chair of the Division of Education and the applicant's advisor will review eligible applications and will render a decision on whether the applicant has met all admission requirements. All applicants will be notified in writing of their admission status prior to the subsequent advising/registration period. All students, whether admitted or not, should read the notification letter carefully as it will contain information important to completing the program satisfactorily.

REQUIREMENTS FOR ADMISSION TO THE UPPER LEVEL

To be admitted to the upper level, applicants must have submitted a complete and accurate application by the deadline established (as indicated above) and must meet *all* seven requirements as follows:

1. Earned Credits: The applicant must have earned at least 45 credits, *including* any credits transferred or applied to his/her program. Transfer students must have earned at least 15 credits at UPJ. Post-Baccalaureate students must have earned at least 12 credits at UPJ.
2. Selected Courses: The applicant must have earned at least a C (not C-) in *at least three courses* among the selected courses specified for his/her program (See p. 25 for the selected course list.).
3. English Composition/English Literature Courses: The applicant must have passed at least one English composition course and one English literature course required for his/her program.
4. Math Courses: The applicant must have passed two math courses required for his/her program. Elementary Education majors must earn a minimum C grade in both of their math courses. Secondary Education Mathematics students must earn a minimum C grade in the math selected courses listed on page 25.

Note: Applicants who are registered for the English and/or math courses during the term they apply will be admitted if they meet all other requirements and may then register for upper level education courses. However, as this is a Pennsylvania Department of Education requirement, applicants who do not pass a course (minimum C where noted above) will have their admission revoked and will be withdrawn from all upper level courses. Applicants in this situation should understand this risk before applying.

5. Letters of Recommendation: The Division of Education must receive a minimum of *two* satisfactory letters recommending the applicant for admission *by one week following the Admission Period deadline*. The applicant's advisor and Chairperson of the Division will use their professional judgment in determining whether a letter of recommendation is satisfactory. Relocation, transfer, and post-baccalaureate students may obtain required letters of recommendation from faculty members at their original campus *if* they have received prior permission from the Chairperson of the Division to apply to the upper level during their first term at UPJ (or in the case of relocation students, to apply from their current campus).
6. Praxis Certification Tests: The applicant must have **passed** all three Praxis I certification tests (*PPST Reading, PPST Writing, PPST Mathematics*). The pre-elementary education applicant also must have **passed** *Fundamental Subjects: Content Knowledge*.

ABT: Applicants who meet all other admission requirements and whose passing scores on all three Praxis I tests and *Fundamental Subjects: Content Knowledge* (elementary education only) have not been received by the Division of Education by the *Admission Period* deadline will be classified as ABT. (*All But Test requirement met*). ABT applicants will be admitted to the upper level if they submit to the Division of Education documentation that they have passed all these tests and they meet all other requirements by the day before the beginning of the next term. ABT Applicants should notify the Chairperson of the Division of Education immediately upon written notification from ETS that they have passed tests. Admitted students may add upper level education courses *with remaining seats*.

7. **Grade Point Average (GPA):** The applicant must have earned a minimum UPJ cumulative GPA of 3.00 (not 2.99). Transfer and post-baccalaureate students must also have earned a minimum *Combined* cumulative GPA of 3.00. The *Combined GPA* is explained on page 10 in the section: “Relocation, Transfer, and Post-Baccalaureate Students.” See page 43 for how to determine a GPA and a *Combined* GPA. *Note: Applicants who have earned a minimum GPA of 3.00 when they apply to the upper level and meet all other requirements will be admitted and may then register for upper level education courses. However, applicants whose cumulative GPA (UPJ and/or Combined) falls below 3.00 before they have begun the upper level will have their admission revoked and will be withdrawn from all upper level courses. Applicants in this situation should understand this risk before applying.*

ABG: Applicants with cumulative GPAs below 3.00 who meet all other admission requirements will be classified as ABG (All But GPA requirement met). ABG applicants will be admitted to the upper level if they raise their GPA to 3.00 by the end of the term and meet all other admission requirements. Admitted students may add upper level education courses with remaining seats.

First Term ABG: Newly transferred and post-baccalaureate applicants who received permission from the Chairperson of the Division of Education to apply to the upper level in their first term at UPJ will not have established their UPJ GPA at that point in time. These applicants will be classified as *First Term ABG Applicants* and will *not* be admitted mid-term. First Term ABG Applicants will be admitted to the upper level if both their UPJ and *Combined* GPAs are at least 3.00 at the end of the term and they meet all other admission requirements. Admitted students may add upper level education courses *with remaining seats*.

Other Important Policies Concerning Admission to the Upper Level:

Pre-education students should be aware of the following policies related to application and admission to the upper level:

- Applicants not admitted in one *Admission Period* and who wish to be considered for a later *Admission Period* in the same academic year *must* submit a new application by established deadlines. Applicants have the option of using the same letters of recommendation.
- No pre-education student may apply to the upper level in more than *two academic years*. However, pre-education students may apply more than once within the same academic year; for example, they may apply in September, January, and May.
- Students admitted to one upper level program may not automatically transfer to another upper level program. For example, a student admitted to Secondary Education Mathematics may not later automatically transfer to Secondary Education English or to Elementary Education. They must seek special permission from the Division Chairperson who will consider the number of admission spaces remaining in their desired program. In addition, students seeking to change upper level programs must meet all requirements for admission to the desired program *and* must receive a positive letter of recommendation from their current advisor. Students not meeting the admission requirements of the desired program may be eligible to apply to that program through the normal process in a future term.

APPLICATION AND REQUIREMENTS FOR ADMISSION TO STUDENT TEACHING

Policies Related to Student Teaching

Upper level students are *reserved a space* in the student teaching term they designate on their *Application to the Upper Level* and typically student teach during their last term at UPJ. Students who, for any reason, want to change their term of student teaching must meet with the Chairperson of the Division of Education. A change is made *only* if there are openings in the term requested by the student.

Although reserved a space in a specific student teaching term, all upper level students must complete and submit an application *to be admitted to student teaching* early in the term *prior* to the one in which their space is reserved, and must meet all requirements to be *admitted to student teaching*. See below for specific information on application steps and policies. Upon review of students' applications, the Division of Education will determine whether applicants meet all criteria required for admission to student teaching. See pages 19-20 for these requirements.

The student teaching term is approximately fifteen weeks long. Elementary education student teachers are assigned to *two* placements and secondary education student teachers are assigned to *one* placement in approved sites within close proximity of UPJ. ***Student teaching sites are determined solely by the Division of Education, which does not grant permission to students who request to student teach in a non-UPJ established site.*** *Secondary education student teachers generally are not assigned to the school district from which they graduated. Transportation to student teaching sites is solely the student's responsibility.*

Students are strongly advised against taking other courses and against participating in other major extra-curricular activities during student teaching. Students also are strongly advised to take all required Praxis II certification tests prior to the student teaching term. Student teaching is very demanding and the most successful students are totally focused on teaching during this fifteen-week period. *Students with disabilities should read page 42 for information concerning the Division's policies on reasonable accommodation in field experiences.* Inquiries concerning student teaching policies should be directed to Dr. Donna Kowalczyk, Director of Field Experiences, Biddle 149D.

The Student Teaching Seminar (El Ed 1194 for elementary education majors and Sec Ed 1195 for secondary education majors) is a co-requisite to student teaching and meets once a week. All students should read page 32 for information on professional appearance during student teaching.

Application Steps and Policies

1. Secondary education students should secure an application form from Ms. Karen Clites in 151 Biddle in the *first week* of the term *prior* to the one in which they will student teach. Elementary education students will receive their application form in *El Ed 1193* early in the term.
2. No later than one week *before* the application deadline, students *must* meet with their advisor to verify that all requirements have been met. Students should *schedule* this important appointment with their advisors within the first two weeks of the term.
3. Students must submit the completed application, *signed by their advisor*, to Ms. Clites by the deadline established for each term: September 30 for spring student teaching, January 30 for fall student teaching. *Students who fail to meet the established deadline will not be admitted to student teaching* and must see the Division Chairperson for re-assignment to a term with openings for student teaching.

4. Applicants for student teaching *must submit updated state background clearances and Pennsylvania Department of Education (PDE) verification of federal clearance (fingerprinting)* as part of the application process. These clearances must remain current through at least one week after the final day of scheduled student teaching. *Any student who has not submitted both updated background clearances and the PDE fingerprinting verification by the final day of registration will not be admitted to student teaching* and must see the Division Chairperson for re-assignment to a term with openings for student teaching. See page 27 for more information on sending for background clearances and for the state fingerprinting procedure.
5. Applicants for student teaching *must submit TB test results* as part of the application process. *Any student who has not submitted a TB test result by the final day of registration will not be admitted to student teaching* and must see the Division Chairperson for re-assignment to a term with openings for student teaching.
6. Students must also *register* for the appropriate student teaching and student teaching seminar courses. Students should follow the usual registration process, that is, scheduling an advising session, then registering for the appropriate student teaching and seminar courses.
7. Students who fail to maintain eligibility requirements in the term in which they submitted their application will have their student teaching admission revoked and must see the Division Chairperson for re-assignment to a term with openings for student teaching.
8. *During* the student teaching term, should the Division of Education determine that the student did not fulfill all requirements for student teaching, the student will be withdrawn from student teaching.

Requirements for Student Teaching

Any student who has not submitted both updated background checks, the PDE verification of federal clearance, and TB test results by the final day of registration will not be admitted to student teaching.

1. Completion of 100% of the *selected* courses with a minimum C (not C-) grade in each. See page 25 for a listing of selected courses. Students who fail to earn at least a C (not C-) after completing any of these courses a total of two times will be ineligible to student teach.
2. Completion of 100% of the required methods, field experience, and instructional technology courses with a minimum C (not C-) grade in each. Students who fail to earn at least a C (not C-) after completing any of these courses a total of two times will be ineligible to student teach.
3. *Secondary Education Students only:* Completion of 75% of the *Core* course requirements.
4. Completion of a minimum of 75% of non-upper level education course requirements.
5. Completion of a minimum of 90 earned credits.
6. Cumulative GPA of at least 3.00. Transfer and Post-Baccalaureate students must attain a minimum *Combined GPA* of 3.00. See page 43 for explanation of the *Combined GPA*.
7. *CORE Course GPA* of at least 2.80 for Elementary Education, Secondary Education Social Studies, and Secondary Education English, and 2.60 for Secondary Mathematics, Biology, Chemistry, Earth and Space, and General Science. See page 26 for the Core Course list.
8. Submission of current background checks, PDE verification of a federal background check, and TB test results by the final day of the regular registration period.

9. A passing score on the oral language screening. (See p. 27).
10. Demonstration of positive performance in all field experiences, including directed tutoring courses, and all upper level courses. Failure to demonstrate positive performance include the following circumstances:
- inadequacies and/or irresponsibility as indicated by a professional educator,
 - violation of the Education Division's *Professional Ethics for Field Experiences* policy,
 - earned grade of a B- or lower in the secondary education pre-student teaching field practicum or an earned grade of unsatisfactory in any of the three elementary education pre-student teaching field practica,
 - academic integrity violations.
11. Good Moral Character: Students who demonstrate behaviors or activities that indicate a lack of good moral character may be denied permission to student teach by the Chairperson of the Division of Education. These behaviors include illegal conduct as noted on background checks or other misconduct on or off campus indicating lack of good moral character.

NOTE: Should an instance of any of the behaviors indicated in #10 and #11 above be brought to the attention of the Chairperson of the Division of Education, s/he and the Director of Field Experience will investigate the situation and will invite the student to meet with them to hear the student's response to the situation. The Chairperson, with input from the Director of Field Experiences and after conducting any needed further investigation, will render a decision which either: a) allows the student to student teach in the designated term, b) allows the student the opportunity to student teach in a future term under specified conditions by which the student demonstrates that problematic behaviors have been remediated, or c) denies the student the opportunity to student teach at any future time in the program. The Chairperson of the Division of Education will inform the student of the decision in writing either by mail or in a personal meeting. The student may appeal the decision of the Chairperson through the normal UPJ appeal procedures. These procedures may be obtained in the Office of the Associate Vice-President for Academic Affairs (Owen G-16).

APPLICATION AND REQUIREMENTS FOR GRADUATION AND CERTIFICATION

Education students apply for graduation two times and in two places. *First*, they apply for graduation at the Office of the Registrar *three terms prior to their intended graduation date*. *Second*, students apply for *graduation and certification* with the Division of Education during their student teaching term in order for the Division to verify to the Pennsylvania Department of Education that students have met all Division requirements for both graduation and certification (see *Graduation Requirements and Certification Requirements* below). Post-Baccalaureate Students seeking certification without a second degree will only apply for certification with the Division of Education.

Steps for Application for Graduation: Office of the Registrar

- Students should apply for graduation in the Registrar's Office (Biddle 132) *early in the first term of their junior year if they will student teach in the spring term of their senior year*. Students should apply for graduation in the Registrar's Office (Biddle 132) *early in the second term of their junior year if they will student teach in the fall term after their senior year*.
- Students should be aware of their advising transcript on-line to verify that all courses completed have been recorded by the University and that all repeated courses have been designated on the transcript.
- Students should check with the Registrar and with their advisor to be certain that, where course substitutions have been permitted, course waiver forms have been submitted by the advisor to the Chairperson of the Division of Education, and, subsequently, to the Registrar.
- It is the student's responsibility to bring any discrepancies to the attention of the Registrar and of their advisor as quickly as possible.

Steps for Application for Graduation and Certification: Division of Education

- Ms. Shirl Smigla will distribute a document titled *Application for Graduation: Division of Education* to students in the student teaching seminar course. Ms. Smigla also will distribute forms required by the Pennsylvania Department of Education *to apply for certification*. See page 22 for more details.
- Students will have approximately six weeks to complete and submit the applications and accompanying materials to Ms. Shirl Smigla, Biddle 153.
- No later than *one week prior* to the established application deadline students *must* meet with their advisor to establish whether, at the completion of student teaching, they will have met all program requirements for graduation and/or certification. Both students and their advisor must sign the application. Students should schedule this important appointment in advance.
- Ms. Shirl Smigla will submit applications to the Pennsylvania Department of Education at the end of the student teaching term for all students who have submitted their materials by the announced deadline and who meet all certification and graduation requirements. *Students who submit their applications after the deadline will find that their teacher certification processing will be delayed, perhaps well into the subsequent term.*

Requirements for Graduation

1. Completion of all courses required by the program -- In some cases, the Division of Education allows students who are not seeking certification to substitute courses for student teaching.
2. Completion of the minimum number of credits required by the program
3. Completion of all UPJ General Education requirements
4. *Cumulative* UPJ GPA of at least 2.80 and for transfer and post-baccalaureate students, a *Combined* cumulative GPA of at least 2.80
5. *Cumulative* CORE GPA of at least 2.80 for Elementary Education, Secondary Social Studies, and Secondary English, and 2.60 for Secondary Mathematics, Biology, Chemistry, Earth and Space, and General Science -- See page 25 for the Core Course list.

Requirements for Certification

1. Fulfillment of all *program completion* requirements as follows:
 - Completion of all courses required by the program, including minimum C grades in student teaching and a satisfactory grade in the student teaching seminar. Note: The seminar requires completion of a professional portfolio that earns at least a satisfactory rating (See p. 36 for information on the portfolio).
 - Completion of the minimum number of credits required by the program
 - Completion of all UPJ General Education requirements
 - Demonstration that all Program *Exit Standards* have been met (See p. 33 for Exit Standards.)
 - *Cumulative* UPJ GPA of at least 3.00, and for transfer and post-baccalaureate students, a *Combined* cumulative GPA of at least 3.00
 - *Cumulative* CORE GPA of at least 2.80 for Elementary Education, Secondary Social Studies, and Secondary English, and 2.60 for Secondary Mathematics, Biology, Chemistry, Earth and Space, and General Science (See p. 26 for the Core Course list.)
2. Passing scores on all required Praxis certification tests
3. Complete adherence to the Education Division's *Professional Ethics for Field Experiences* policy.

TEACHER CERTIFICATION IN PENNSYLVANIA AND IN OTHER STATES

Applying for the Pennsylvania Teaching Certificate (PDE Form 338G)

The Bureau of Teacher Certification of the Pennsylvania Department of Education (PDE) in Harrisburg grants the Instructional I Certificate upon recommendation from the institution's Certification Officer, the Chairperson of the Division of Education. Certified graduates of elementary education are eligible to teach grades K-6. Certified graduates of secondary education are certified to teach their content area in grades 7-12 and their certified content area in grades 5-6 of Pennsylvania approved middle schools.

Successful *program completers* may apply for the Instructional I Certificate with verification that they have passed all required Praxis I and Praxis II tests and have completed all program requirements. *As a service to students during their student teaching term*, Ms. Shirl Smigla will assist them in processing the Instructional I Certificate application and accompanying fees. *Fees are paid to PDE; the Division of Education charges no fee for this service.* Ms. Shirl Smigla will distribute application forms and announce submission deadlines in the student teaching seminars, El Ed 1194 and Sec Ed 1195. Ms. Smigla will process and forward to the State *by the announced deadline* application forms and fees submitted by all students who meet requirements. *Students not meeting established deadlines may receive their certifications from PDE significantly later than those students who meet deadlines.*

All education majors should be aware that the application for a Pennsylvania Teaching Certificate (PDE-338 G) and the College Verification form (PDE-338C) include affirmation from two individuals on the following issues concerning the candidate:

1. Licensed Physician's Attestment (338G): "I have examined and find the above named applicant able to perform the essential functions of and to successfully perform the duties of a teacher, with or without reasonable accommodation, and that the applicant does not, because of tuberculosis or any other communicable disease or mental disability, pose a direct threat to the health or safety of others that cannot be eliminated by a reasonable accommodation."
2. Certification Officer's (Chairperson of the Division of Education) Attestment (338C): "that the candidate is known and regarded by the preparing institution as a person of good moral character and possesses those personal qualities and professional knowledge and skill which warrant issuance of the requested certificate."

NOTE: All students should read the Academic Integrity Policy on page 44. *The Division of Education reserves the right not to recommend for certification any student found guilty of an academic integrity violation.*

The Bureau of Teacher Certification of the Pennsylvania Department of Education will mail the Instructional I Certificate to program completers approximately four-six weeks after receiving their application for certification.

NOTE: *The Pennsylvania Department of Education reserves the right to deny certification to any student convicted of a misdemeanor or felony.*

Substitute Teaching in Pennsylvania

The Instructional I or II Certificate is required for substitute teaching in Pennsylvania. However, at the conclusion of the student teaching term, the Chairperson of the Division of Education will prepare a letter *only* for students who meet *all three* state requirements for certification: a) completed all program requirements at the end of this term including successfully completing student teaching, b) eligible for graduation at the end of the student teaching term, and c) passed *all* required Praxis tests (students must submit a copy of their Praxis scores to Shirl Smigla by the last day of student teaching). This letter will make students eligible for substitute teaching in Pennsylvania while they await processing of the Instructional I Certificate. Students may present this letter to prospective employers.

Students who are approached by school districts to provide verification of their graduation *prior to* the conclusion of the college term in which they are student teaching should contact the Registrar in 132 Biddle to request a letter indicating that the student is expected to graduate at the conclusion of student teaching. **The Chairperson of the Division of Education cannot provide any letter verifying that the student will complete all requirements for certification until the academic term has concluded and all requirements actually have been met.**

Teaching in Other States

There are numerous current and projected public school teaching opportunities in states other than Pennsylvania, particularly in the southern and western United States. Many school districts in Maryland, Virginia, North Carolina, South Carolina, Texas, Arizona, Nevada, Colorado, and California are in need of many qualified teachers. *Education majors should give serious consideration to relocating to another state after graduation to gain a full-time teaching position in a public school.*

The Pennsylvania Teaching Certification is accepted for initial employment in most states. Pennsylvania certification holders must then apply for certification in the new state by contacting its State Department of Education. Typically, graduates with Pennsylvania certification have one or two years to meet certification requirements of the new state. In some states the certification requirements differ minimally from Pennsylvania's. Other states require different or additional Praxis tests than those required by Pennsylvania. Educational Testing Service (ETS) lists on its website (www.ets.org) the Praxis tests required by each state. Students also may want to check the on-line home pages of various state departments of education for certification requirements and listings and web addresses of school districts.

Some states require the Division of Education to complete forms verifying the applicant's certification in Pennsylvania. Students should speak with Ms. Shirl Smigla, Biddle 153, for this purpose.

The Division of Education posts all announcements received for teaching positions and job fairs. Students should regularly check the bulletin board outside the Division of Education Office (Biddle 153) for updates. Students also may wish to check with the Office of Career Services (G 52 Student Union) for additional information on employment opportunities. The Office of Career Services provides an electronic notification service of available job openings for interested graduates.

SELECTED, CORE, AND MAJOR COURSE DESCRIPTIONS AND LISTINGS

Selected Courses: *Those courses in which students learn fundamental concepts and skills necessary to be a successful teacher in a particular program. To be eligible for admission to the upper level, applicants must have earned at least a C (not C-) in at least three courses among the selected courses specified for their program area. Students will not be allowed to student teach until they have earned at least a C grade in all of the selected courses. Students who fail to earn a C grade in a selected course at UPJ, at another Pitt campus, or at another institution must repeat that course within the University of Pittsburgh system. Students who choose to repeat the course at another Pitt campus may call UPJ's Office of the Registrar (814-269-7055) to be assured that it is the same course. Furthermore, students who fail to earn at least a C (not C-) after completing a selected course a total of two times (whether taken at UPJ or any other campus or college) will be ineligible to continue in the Education program.*

Selected Courses by program area:

Elementary Education (12 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0230, Foundations of Education 0001, Mathematics 0071, Mathematics 0080, Natural Sciences 0080.

Secondary Biology (12 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, Biology 0110, Biology 0120, Biology 1515.

Secondary Chemistry (11 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, Chemistry 0111, Chemistry 0112.

Secondary Social Studies (number of courses varies):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, *all* Social Science Distribution Courses, *all* required courses for the strand, *all* elective courses for the strand.

Secondary Earth and Space Science (12 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, Geology 0011, Geology 0012, Geology 0015.

Secondary English (12 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, Communications 0030, Eng Wrt 1130, English Literature 0085.

Secondary General Science (12 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, Biology 0110, Chemistry 0111, Geology 0015.

Secondary Mathematics (13 courses):

Communications 0052, English Comp 0006, Psychology 0200, Educational Psychology 0006, Educational Psychology 0007, Educational Psychology 0008, Educational Psychology 0009, Psychology 0260, Foundations of Education 0001, Mathematics 0401, Mathematics 0221, Mathematics 0231, Mathematics 1012.

Core Courses: *Those courses that focus on the essential knowledge and skills in the content and methodology of a particular program.* The Core is comprised of all upper level education courses and instructional technology courses. In addition, for elementary education, the Core includes Ed Psy 1121, “Measurement and Statistics for Educators,” while for secondary education, the Core includes the content courses of the relevant subject area. Core courses must be taken for a letter grade. To be eligible for student teaching and graduation, students in the *Elementary Education, Social Studies, and English* programs must maintain a minimum cumulative GPA of 2.80 in their **core courses**. Students in the *Biology, Chemistry, Earth and Space Sciences, General Science, and Mathematics* programs must maintain a minimum GPA of 2.60 in **core courses**.

Certification Program	Core Courses
Elementary Education	All upper level courses including elem. ed courses, Ed Psy 1121, and I.T. courses
Biology	All biology courses and all upper level education and I.T. courses
Chemistry	All chemistry courses and all upper level education and I.T. courses
Social Studies	All social sciences courses and all upper level education and I.T. courses
Earth & Space Science	All geology courses and all upper level education and I.T. courses
English	All humanities courses and all upper level education and I.T. courses
General Science	All required science courses and all upper level education and I.T. courses
Mathematics	All math courses, all required computer science courses, and all upper level education and I.T. courses

Major Courses: *Those courses that establish a range of study most relevant to a particular program.* The major courses differ from each program's CORE courses. When applying for teaching and other professional positions, graduates may be asked to specify their major GPA.

Certification Program	Major Courses
Elementary Education	Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, Ed Psy 1121, and student teaching.
Biology	All biology courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching.
Chemistry	All chemistry courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching.
Social Studies	All social sciences courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching
Earth & Space Science	All geology courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching.
English	All English literature, English writing, journalism, and communications courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching.
General Science	All science courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching.
Mathematics	All math and computer science courses, Ed Psy 0006/ 0007/ 0008/ 0009, Fds Ed 0001, all upper level education and I.T. courses, and student teaching.

ORAL LANGUAGE SCREENING

To be eligible for student teaching, all pre-education students must demonstrate proficiency in spoken Standard English by passing the Division of Education's oral language screening assessment with a minimum score of 36 points. This screening is administered each term in the course *Foundations of Education 0001*. The screening procedure is as follows:

- Students will make a two-three minute presentation on any subject relating to education. Thus, students should prepare the presentation in advance. During the presentation, students may refer to note cards, but in doing so they should demonstrate consistent oral fluency and maintain eye contact with the audience.
- The screening administrator will evaluate students' oral Standard English proficiency and assign a pass/fail rating based on the following criteria:
 - A. Organization (10 pts)
 1. Consistently orders ideas.
 2. Consistently maintains the topic.
 - B. Delivery (35 pts)
 1. Consistently uses proper expression.
 2. Consistently demonstrates appropriate volume.
 3. Consistently articulates/pronounces.
 4. Consistently uses appropriate rate of speech.
 5. Consistently maintains eye contact with audience.
 6. Consistently maintains fluent speech.
 7. Uses non-distracting mannerisms.
 - C. Usage (15 pts)
 1. Uses correct verb tenses.
 2. Demonstrates correct subject-verb agreement.
 3. Uses appropriate word forms.
- To pass this screening, students must earn an acceptable rating in *each* of the categories of Organization, Delivery and Usage and earn an *overall* numerical score of at least 36 points.
- The result of the screening is maintained in students' advising folders, so students should check with their advisor to determine whether they have passed the screening.

Students who fail the oral language screening remain eligible for admission to the upper level but are required to satisfactorily complete, *prior to student teaching*, the course Theatre 1500 (Voice and Movement I). Students who fail the screening and who have not yet completed the course CommRC 0052 (Public Speaking) may elect to repeat the oral language screening after completing that course rather than enrolling in Theatre 1500. Students who again fail to pass the screening will need to take Theatre 1500. *Students should discuss this course repetition alternative with their advisor before electing not to enroll in Theatre 1500. This course typically is offered only in the fall term.* Therefore, students who choose this option should be certain that there is time remaining *prior to student teaching* to enroll in both CommRC 0052 and Theatre 1500.

PRAXIS CERTIFICATION TESTS

As a requirement for admission to the upper level, all pre-education majors must pass *all three Praxis I [PPST] tests*, and pre-elementary education majors also must pass *Fundamental Subjects: Content Knowledge*.

Praxis I Tests [PPST] and Fundamental Subjects [REQUIRED FOR UPPER LEVEL ADMISSION.]

- All pre-education majors: PPST Reading (10710), PPST Mathematics (10730), PPST Writing (20720)
- Pre-elementary education majors only: Fundamental Subjects: Content Knowledge (30511)
(NOTE: This test is listed under Praxis II exams on the ETS website.)

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As a requirement for certification, upper level education majors must pass the Praxis II content area (specialty) test required for their program. It is suggested that the Praxis II test be taken just before student teaching.

Praxis II Content Area tests [TAKE THE TERM BEFORE STUDENT TEACHING.]

- Elementary Education Elementary Education: Curriculum, Instruction & Assessment (10011)
- Secondary Biology Biology: Content Knowledge (20235)
- Secondary Chemistry Chemistry: Content Knowledge (20245)
- Secondary Social Studies Social Studies: Content Knowledge (10081)
- Secondary Earth and Space Earth Science: Content Knowledge (20571)
- Secondary English English Language, Literature and Composition: Content Knowledge (10041)
- Secondary General Science General Science: Content Knowledge (10435)
- Secondary Mathematics Mathematics: Content Knowledge (10061), graphing calculator required.

IMPORTANT INFORMATION ABOUT THE CERTIFICATION TESTS

- To be eligible for admission to the upper level, applicants must pass all three Praxis I tests [PPST], and pre-elementary education students also must pass *Fundamental Subjects: Content Knowledge*. Therefore, all students should take these tests no later than the summer following their freshman year, so they will have the next term to repeat any tests they fail to pass.
- Tests are offered several times each academic year. They are administered at regional centers throughout Pennsylvania, but not at UPJ. Students may elect to take the computerized versions of the Praxis I tests [PPST], which are administered at designated sites throughout Pennsylvania. Students must register for tests, select testing sites, and find information on the content of each test at www.ets.org/praxis. Tests beginning with the digit 1 are administered in the first testing session, tests beginning with the digit 2 are administered in the second testing session, and tests beginning with the digit 3 are administered in the third testing session. Students may take all the tests *on the same day*.
- When registering for the tests students might want to check the Division of Education bulletin board (outside Biddle 153) to see a sample registration. Students should be sure that they enter the 2934 UPJ code so that their scores are sent to the Division of Education. Students *must* also submit a copy of their scores to the Division of Education when they apply to the upper level and when they apply for certification.
- Students should prepare for the tests. Available study guides are on reserve at UPJ's Owen Library and they can be found on the ETS website. Students should review appropriate course notes before taking the tests.
- The Division recommends that education majors who student teach in the spring term take the Praxis II test in November preceding student teaching, and those who student teach in the fall term take the exam in June preceding student teaching.
- Students may repeat the tests as many times as necessary to pass. Students may graduate without passing all tests, but will not be certified to teach in Pennsylvania until they have passed all tests.
- The Pennsylvania Department of Education (PDE) will not accept test results that are more than five years old. Students should check the Division of Education bulletin board for updated and current passing scores for each test. The Pennsylvania Department of Education (PDE) does change the passing scores from time to time, and considers only passing scores in effect at the time of application for certification.

REQUIRED BACKGROUND CLEARANCES

Freshman through Junior Year

All students, *during their first term* as pre-education majors, are required to submit to Ms. Karen Clites (151 Biddle) *copies* of two background clearance documents: Pennsylvania Criminal Record Check (Act 34) and Pennsylvania Child Abuse History Clearance (Act 151). Criminal Record Check and Child Abuse History Clearance forms may be obtained from Ms. Karen Clites. Criminal Record Check forms also may be obtained from any Pennsylvania State Police Barracks. Since the background check process takes about six weeks, students should *begin* the process as early as possible. Students should have the clearances sent to their own address *and should keep the originals for their records, submitting a copy of each to the Division of Education.*

These clearances currently are valid for all UPJ field experiences prior to student teaching. *Students are ineligible to participate in UPJ field experiences without both clearances.* Students who have failed to submit clearances may not register for the History and Philosophy of Education, directed tutoring courses, any upper level courses, or student teaching.

Prior to Student Teaching

Updated clearances, and the addition of a federal background check (fingerprinting), are required to apply for student teaching, are valid for only one year, and must be effective from the application to student teaching deadline through the student teaching term. Upper level students who student teach in the spring term of their senior year should send for their updated background checks and arrange to complete fingerprinting at a designated PDE site the previous **August 15**. Upper level students who student teach in the fall term following their senior year should send for their updated background checks and arrange to complete fingerprinting at a designated PDE site the previous **December 15**. UPJ maintains one of the PDE sites for fingerprinting at the Information Technology and ID Center, 115 Biddle Hall. Before going to the UPJ center or any other designated center for fingerprinting, students must register and pay through Cogent Systems by Internet or phone (<http://www.pa.cogentid.com>). No cash transactions or personal checks will be accepted at the fingerprinting locations.

The Division of Education reserves the right to deny or revoke admission to the upper level and to student teaching to any student who has been convicted of any child abuse or Act 30 offense.

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Child Abuse History Clearance (Act 151) As part of the amended PA Domestic Relations Code, Act 151 of 1994 and effective July 1, 1996, applicants for school employment are required to submit an official clearance statement obtained from the Department of Public Welfare. In no case shall an administrator hire an applicant where the department has verified that the applicant is named in the central register as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding verification. A founded report is based on a judicial adjudication of guilt or nolo contendere. An indicated report is based on a determination by a court agency that substantial evidence of abuse exists. School authorities currently have the discretion whether to hire someone who has been named on an indicated report.

Criminal Record Check (Act 34): Police background checks for all persons seeking employment with public school districts, intermediate units, vocational-technical schools or private schools throughout the Commonwealth of Pennsylvania are required by the state of Pennsylvania. The requirement known as Act 34 became effective January 1, 1986. Prospective employees who are non-residents also must

submit an FBI Fingerprint Card for processing. Graduates should complete and process all necessary forms related to Act 34 prior to seeking employment. Failure to secure a criminal background check may delay the individual's employment applications.

Act 30 Offenses: According to Act 30 [Section 111 (e 1, 2 and 3)], as amended in 1997, "no person subject to this act shall be employed in a public school, intermediate unit or area vocational-technical school where the report of criminal history record information indicates the applicant has been convicted, within five (5) years immediately preceding the date of the report, of any of the following offenses:"

- Aggravated Assault
- Aggravated Indecent Assault
- Concealing the Death of A Child Born Out of Wedlock
- *Corruption of Minors*
- Criminal Homicide
- Dealing in Infant Children
- Dealing in Obscene/Other Sexual Materials Performance
- Endangering the Welfare of Children
- Harassment
- Incest
- Indecent Assault
- Offenses designated as a felony under the "Controlled Substance, Drug, Device, and Cosmetic Act" (PL 2333 #64)
- An Out-Of-State Federal Offense Similar to Those Listed Above
- Indecent Exposure
- Involuntary Deviate Sexual Intercourse
- Kidnapping
- Prostitution and Related Offenses
- Rape
- Sexual Abuse of Children
- Sexual Assault
- Stalking
- Statutory Rape
- Statutory Sexual Assault
- Unlawful Restraint

NOTE: The Criminal Background Check reveals *all* criminal offenses committed over the age of 18, including dismissed or quashed charges and suspended sentences. Education majors should be aware that some prospective employers might look with disfavor at past offenses. Also, students should be advised that the *corruption of minors* offense listed above includes the distribution of alcohol and drugs to minors. Education majors should feel free to discuss this issue with their advisor or with the Chairperson of the Division of Education.

Federal Background Check (Act 114, Section 111): Anyone hired by public and private schools, Intermediate Units, and area vocational-technical schools, who will work in direct contact with students, will be required to provide a copy of their federal background check (fingerprinting) in addition to the Pennsylvania criminal background check and the child abuse clearance. *This regulation also applies to student teachers.* Fingerprinting for school employment and student teaching *must* be conducted through Cogent Systems (<http://www.pa.cogentid.com>) sites designated by the Pennsylvania Department of Education (PDE). Fingerprinting results will be transmitted securely to PDE and verification, stamped with the state seal, will be forwarded to applicants.

PDE Review of Good Moral Character

The Pennsylvania Department of Education (PDE) maintains the authority to approve or deny application for teacher certification for applicants with criminal convictions or misconduct. In a June 1997 communication to all Pennsylvania Teacher Education institutions, PDE issued the following statement: "Convictions for misdemeanors and felonies can and have resulted in the denial of Pennsylvania teacher certification. Candidates should be informed that consumption of alcoholic beverages at a college party could lead to criminal convictions such as Underage Drinking, or worse, Driving Under the Influence or Assault. It is possible that these offenses may prevent certification, or later on, employment as a teacher in Pennsylvania."

PRE-STUDENT TEACHING FIELD EXPERIENCES

Prior to student teaching, education majors participate in a variety of field experiences that take place in area schools. *Students are ineligible to participate in pre-student teaching field experiences without having submitted both required background clearances to the Division of Education (See p. 28).* Students participating in any field experience are also responsible for following the Division's *Professional Ethics for Field Experience Policies* (see below). There are three types of pre-student teaching field experiences: observation experience, pre-student teaching practica, and directed tutoring.

Observation Experience

Students enrolled in Foundations of Education 0001 observe teachers and students in area schools on several occasions. Details of these assignments are communicated in the course.

Pre-Student Teaching Practica

Upper level elementary education students will enroll in three field-based courses in the terms that precede student teaching. These courses are designated *Elementary Education Field Practicum I, II, and III* respectively, wherein students are assigned to area schools where they demonstrate appropriate teaching competencies. By the fourth week of each term, practica placements will be posted on the bulletin board outside Biddle 151. Students whose names are not posted by the week prior to the beginning of the practicum period should check with Ms. Karen Clites in Biddle 151.

Upper level secondary education students will be asked to fulfill requirements dealing with adolescents in an area classroom as part of their *General Methods* course. During their specific methods course term, they also will enroll in the *Pre-Student Teaching Practicum* course and will be assigned to an area school where they will be expected to fulfill appropriate teaching competencies.

Students who do not perform satisfactorily in their practica courses will be denied permission to student teach (see p. 18-20). Practica students are expected to demonstrate professional behavior and dress, to be fully prepared for all activities, to show strong initiative and enthusiasm, and to establish a comfortable rapport with teachers and students. The Division considers the act of not notifying the school of an absence, in advance of the absence, a serious breach of professional conduct. All students should also be aware that they are responsible for their own transportation for practica courses.

Students enrolled in practica courses should report to the school on the pre-determined day during the first week of the practicum, inform all course instructors about any problems in the practicum *as they occur*, and check the bulletin board a week prior to finals to see whether their practicum evaluation has been returned by their practicum teacher. The Division will post the names of practica students whose evaluations have not been returned, and these students should contact their teacher and diplomatically request that the evaluation be sent to the Division.

Directed Tutoring Courses

Students also should seek out opportunities to participate in other pre-student teaching field experiences related to the education of children and adolescents. These activities provide a valuable service to area schools, benefit students' professional growth, and contribute to students' marketability in searching for teaching positions. Some tutoring courses may be taken as early as the sophomore year. Each term, Education faculty members who offer directed tutoring courses post details of the courses on the Education bulletin board. Interested students must seek permission from the instructor before registering for directed tutoring courses and they *must* have submitted required background checks. Students are expected to obtain and follow the Division's *Professional Ethics for Field Experience Policies*.

Professional Ethics for Field Experiences Policies

Education majors serve as representatives of UPJ each time they participate in a field experience in an area school. School district personnel may judge the grade of UPJ's education program on the basis of the attitudes and performance exhibited by education majors. The Division of Education is committed to maintaining the positive relationship it has developed with area school districts. Therefore we ask each education major, when participating in area schools, to strive for excellence to help ensure the continuation of this relationship.

The following professional ethics policies apply to all four types of field experiences: Fds Ed 0001 observation experience, directed tutoring, pre-student teaching field practica, and student teaching. Students who violate any of these policies will be ineligible for admission to the Upper Level, for admission to student teaching, and for application for certification.

- You are eligible to participate in field experiences only after you have submitted copies of both background clearances to the Division of Education.
- You must maintain the confidentiality of any privileged, sensitive, and/or confidential information gained directly from a member of the school staff or indirectly through any other means.
- You may not make critical mention of the name of any student, teacher, administrator, or other staff member in class discussions or in any other venue.
- You may not use the name of any school student in any written assignment.
- If you are unable to attend a field experience session, you must call the school in advance of the absence and inform appropriate school personnel of the situation. It is your responsibility to determine which school personnel to call upon your first visit to the school site.
- You must promptly return any materials teachers have lent you.
- You must follow the Division's "Recommendations for Professional Appearance for the Observation Experience, Pre-Student Teaching Practica, Directed Tutoring, and Student Teaching."

Recommendations for Professional Appearance for the Observation Experience, Pre-Student Teaching Practica, Directed Tutoring, and Student Teaching

The faculty members of the Division of Education offer the following recommendations for professional appearance for students who observe, participate, tutor, or student teach in pre-kindergarten, elementary, middle, or secondary school classrooms or who attend official school district functions. Students should be aware that clothing considered appropriate and "stylish" for social events may not always be appropriate in school settings where professional dress styles are expected. Furthermore, students need to be advised that school administrators or teachers may ask those students who arrive at school dressed inappropriately to return home to change their clothing or accessories to a more professional appearance.

Recommendations for Professional Appearance

1. Professional personnel are clean and well groomed with hairstyles that do not cause a disruption to the educational process.
2. Appropriate dress may include the following (gender appropriateness considered, as applicable): dress shirts; ties; clean dress shoes; sports jackets and blazers; dress pants; dresses; pant suits; skirts; blouses; and sweaters. Appropriate dress would **exclude** jeans, sweatshirts, sneakers, T-shirts, and tank tops. Students are advised to observe the teachers in the buildings where the UPJ students are working and use that as a gauge to appropriate dress, although attire may vary among the different school districts.
3. For all schools, professional attire **excludes** clothing that is excessively tight or revealing, bare midriffs, or excessively short skirts.
4. Some schools object to jewelry that is worn in excessive amounts, that impedes diction (e.g., tongue piercing), that distracts students by its placement (e.g., eyebrow piercing) or by the noise that it makes, or that causes a disruption to the educational process in any other way.
5. Most schools object to visible tattoos. Those students who have tattoos are advised to make them as unobtrusive as possible.

When present in area schools, students need to remember that they are invited guests and representatives of the Division of Education. Through their dress and behavior, preservice teachers are expected to convey a sense of dignity and respect for themselves and for all others in the school.

DIVISION OF EDUCATION EXIT STANDARDS

The Pennsylvania Department of Education's Chapter 354 of Title 22 of the Pennsylvania School Code *General Standards for the Preparation of Professional Educators* (October 7, 2000), mandates that all teacher education institutions in Pennsylvania design education programs to ensure that students demonstrate, by the conclusion of their program, that they have learned or exhibited a number of competencies that collectively are called *Exit Standards*. Although each institution may establish its own set of exit standards, the *K-12 Pennsylvania Academic Standards*, and the *Ten Learning Principles* as delineated by section 354.33 (i) must be included. In addition to the *K-12 Pennsylvania Academic Standards*, and the *Ten Learning Principles*, the Division of Education's *Exit Standards* include competencies gained through the *Special Needs Curriculum*, the required set of professional activities organized into the *Professional Portfolio*, and examination of the *Pennsylvania Professional Educator's Code of Conduct*. Each of these competencies that constitute the Division of Education's *Exit Standards* are described in the sections below.

The K-12 Pennsylvania Academic Standards

The *K-12 Pennsylvania Academic Standards* are those concepts and skills that students in grades kindergarten through twelfth grade must learn and demonstrate. Thus, as part of their teacher education program, future Pennsylvania teachers must learn the standards applicable to their range of certification (Elementary Education: Kindergarten through sixth grade; Secondary Education: seventh through twelfth grade) and include the standards on all lesson plans and unit plans written for course presentations and field experiences. Standards currently in effect are included in the Division of Education's program as follows:

K-12 Standards	Elementary Education	Secondary Education
Reading, Writing, Speaking, and Listening	El Ed 1141, 1142, 1143 and field experiences	Sec Ed 1145 and field experiences
Mathematics	Math 0071, El Ed 1172, and field experiences	Sec Ed 1171 and field experiences
Environmental and Ecology	Nat Sci 0080, El Ed 1171, 1173, and field experiences	Sec Ed 1165 and field experiences
Science and Technology	El Ed 1171, I.T. courses, and field experiences	Sec Ed 1165 and field experiences
Health, Safety, and Physical Education	El Ed 1171, 1182, and field experiences	Sec Ed 1165 and field experiences
Geography, History, Economics, and Civics & Government	El Ed 1173 and field experiences	Sec Ed 1161 and field experiences
Arts and Humanities	El Ed 1162, 1182, and field experiences	Sec Ed 1145 and field experiences

The Ten Learning Principles

The *Ten Learning Principles* are fundamental to the preparation of teachers and are met in a number of courses and field experiences. The learning principles are broad understandings and practices that are gained over time as students experience the many facets of their program, including content and methodology courses, and field experiences. Thus, assessment is both formative and summative and is conducted through a variety of means including testing, assignments, and observation of performance. The following table lists the courses in which the *Learning Principles* are met:

The Ten Learning Principles*Elementary Education**Secondary Education*

(A) The teacher understands the central concepts, tools of inquiry, and structures of the discipline the teacher teaches and can create learning experiences that make these aspects of subject matter meaningful for all students.	Fds Ed 0001, Ed Psy 0006, El Ed 1141, El Ed 1171, IT 1101, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1182, El Ed 1143, El Ed 1173, El Ed 1193, IT 1103, El Ed 1174, El Ed 1184, Math 0071, Math 0080, and Nat Sc 0080.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, Sec Ed 1161, IT 1161, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1166, Sec Ed 1171, IT 1171, and IT 1172.
(B) The teacher understands how all children learn and develop, and can provide learning opportunities that support their intellectual, social, career and personal development.	Fds Ed 0001, Ed Psy 0006, Ed Psy 0007, El Ed 1141, El Ed 1171, IT 1101, El Ed 1112, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1113, El Ed 1173, IT 1103, El Ed 1174, El Ed 1184, and Psy 0230.	Fds Ed 0001, Ed Psy 0006, Ed Psy 0007, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, Sec Ed 1146, IT 1161, Sec Ed 1162, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1166, Sec Ed 1171, IT 1171, Sec Ed 1172, Psy 0260.
(C) The teacher understands how students differ in their ability and approaches to learning and creates opportunities that foster achievement of diverse learners in the inclusive classroom.	Fds Ed 0001, Ed Psy 0006, Ed Psy 0007, Ed Psy 0008, Ed Psy 0009, El Ed 1111, El Ed 1141, El Ed 1171, IT 1101, El Ed 1112, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1182, El Ed 1113, El Ed 1143, El Ed 1173, El Ed 1193, IT 1103, El Ed 1174, El Ed 1184, and Psy 0230.	Fds Ed 0001, Ed Psy 0006, Ed Psy 0007, Ed Psy 0008, Ed Psy 0009, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, Sec Ed 1146, Sec Ed 1161, IT 1161, Sec Ed 1162, Sec Ed 1170, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1166, Sec Ed 1171, IT 1171, Sec Ed 1172, and Psy 0260.
(D) The teacher understands and uses a variety of instructional strategies, including interdisciplinary learning experiences, to encourage students' development of critical thinking, problem solving and performance skills.	Fds Ed 0001, Ed Psy 0006, El Ed 1111, El Ed 1141, El Ed 1171, IT 1101, El Ed 1112, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1113, El Ed 1143, El Ed 1173, El Ed 1193, IT 1103, El Ed 1174, and El Ed 1184.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, Sec Ed 1146, Sec Ed 1161, IT 1161, Sec Ed 1162, Sec Ed 1170, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1166, Sec Ed 1171, IT 1171, IT 1172, and Sec Ed 1172.
(E) The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.	Fds Ed 0001, Ed Psy 0006, El Ed 1111, El Ed 1141, El Ed 1171, IT 1101, El Ed 1112, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1113, El Ed 1143, El Ed 1173, IT 1103, El Ed 1174, and El Ed 1184.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, Sec Ed 1146, Sec Ed 1161, IT 1161, Sec Ed 1162, Sec Ed 1170, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1166, Sec Ed 1171, IT 1171 and Sec Ed 1172.
(F) The teacher uses knowledge of effective verbal, nonverbal and media communication techniques supported by appropriate technology to foster active inquiry, collaboration and supportive interaction in the classroom.	Fds Ed 0001, Ed Psy 0006, El Ed 1111, El Ed 1141, El Ed 1171, IT 1101, El Ed 1142, 1172, El Ed 1182, El Ed 1143, El Ed 1173, IT 1103, El Ed 1174 and El Ed 1184.	Fds Ed 0001, Ed Psy 006, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, Sec Ed 1161, IT 1161, Sec Ed 1170, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1171, and IT 1172.
(G) The teacher plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.	Fds Ed 0001, Ed Psy 0006, El Ed 1111, El Ed 1171, El Ed 1112, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1182, El Ed 1113, El Ed 1143, El Ed 1173, El Ed, El Ed 1193, El Ed 1174, and El Ed 1184.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, Sec Ed 1145, Sec Ed 1146, Sec Ed 1161, Sec Ed 1162, Sec Ed 1170, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, Sec Ed 1166, Sec Ed 1171, and Sec Ed 1172.
(H) The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner.	Fds Ed 0001, Ed Psy 0006, Ed Psy 1121, El Ed 1142, El Ed 1171, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1182, El Ed 1143, El Ed 1173, El Ed 1174, and El Ed 1184.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, Sec Ed 1145, Sec Ed 1161, Sec Ed 1170, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, and Sec Ed 1171.
(I) The teacher thinks systematically about practice, learns from experience, seeks the advice of others, draws upon educational research and scholarship and actively seeks out opportunities to grow professionally.	Fds Ed 0001, Ed Psy 0006, El Ed 1171, IT 1101, El Ed 1142, El Ed 1162, El Ed 1172, El Ed 1143, El Ed 1173, IT 1103, El Ed 1174, El Ed 1184, and El Ed 1194.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, IT 1161, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1171, and IT 1171.
(J) The teacher contributes to school effectiveness by collaborating with other professionals and parents, by using community resources, and by working as an advocate to improve opportunities for student learning.	Fds Ed 0001, Ed Psy 0006, IT 1101, IT 1103, El Ed 1111, El Ed 1112, El Ed 1113, El Ed 1174, and El Ed 1184.	Fds Ed 0001, Ed Psy 0006, Sec Ed 1100, IT 1101, Sec Ed 1145, IT 1145, IT 1161, Sec Ed 1191, Sec Ed 1195, Sec Ed 1165, IT 1165, Sec Ed 1171, and IT 1171.

THE SPECIAL NEEDS CURRICULUM

The Division of Education developed the *Special Needs Curriculum* to ensure that students in all programs are prepared for the diversity of student needs that they will meet in their future classrooms. All students are required to take Ed Psy 0007, Ed Psy 0008, and Ed Psy 0009 and will complete a set of competencies in required courses. Students are required to include the competencies completed through the *Special Needs Curriculum* in a folder to place in their professional portfolio.

Competency	Elementary Education	Secondary Education	Documentation
A. Identify the various legal and humanistic factors that influence special education.	Ed Psy 0007 Ed Psy 0008	Ed Psy 0007 Ed Psy 0008	Testing
B. Describe the locations and levels of intervention available to students and when each might be most appropriate.	Ed Psy 0007 Ed Psy 0008 Ed Psy 0009	Ed Psy 0007 Ed Psy 0008 Ed Psy 0009	Testing
C. Describe the essential characteristics and impact of those disabilities covered under current special education legislation.	Ed Psy 0007	Ed Psy 0007	Testing
D. Define/explain common terminology used by schools with reference to the following categories: (a) children and youth with special needs; (b) support personnel; (c) adaptive techniques used by regular classroom teachers for instruction, assessment, and behavior management; and (d) adaptive equipment used by regular teachers.	Ed Psy 0007 Ed Psy 0008	Ed Psy 0007 Ed Psy 0008	Testing
E. Research and explain instructional adaptations commonly made for children or youth with special needs in a regular classroom such as different instructional procedures, support personnel, in-class or out-of-class assistance, and adapted materials/equipment.	Ed Psy 0008 Ed Psy 0009 El Ed 1111, 1141	Ed Psy 0008 Ed Psy 0009 Sec Ed 1191	Response Paper, Practicum Evaluation
F. Design a lesson plan that considers the cognitive, affective/behavioral, and psychomotor skill development of special needs students.	El Ed 1171, 1112	Sec Ed 1100	Lesson Plan
G. Observe, describe, and participate in effective grouping strategies in whole group instruction, cooperative learning groups, and individualized instruction for integrating special needs students into regular classrooms.	Ed Psy 0008 Ed Psy 0009 El Ed 1112, 1172	Ed Psy 0008 Ed Psy 0009 Sec Ed 1100, 1145, 1146, 1161, 1162 1165, 1166, 1171, 1172	Response Paper, Presentations, Practicum Evaluation
H. Write a response paper, based upon the analysis of current educational literature that discusses the issue of inclusion of special needs students in the regular classroom and describes concrete suggestions for adapting to the needs of this population in that setting.	El Ed 1142	Sec Ed 1170	Response Paper
I. Prepare instructional activities and materials or adapt those that have already been prepared to meet the differing developmental requirements of all students including those who are exceptional.	Ed Psy 0008 Ed Psy 0009 El Ed 1113, 1143	Ed Psy 0008 Ed Psy 0009 Sec Ed 1145, 1146, 1161, 1162 1165, 1166, 1171, 1172	Adaptive Materials, Practicum Evaluation
J. Synthesize a plan for meeting the needs of all students (including students who are exceptional) in a future classroom. This assignment entitled " <i>Designing an Inclusive Classroom</i> " includes the following components for targeted special needs categories: (1) description of the special needs categories, (2), accommodations for instruction, (3) adaptations for assessment measures, (4) classroom environment accommodations, and (5) school-wide accommodations.	El Ed 1193	Sec Ed 1145 1161, 1165, 1171	Accommodation Plan, Practicum Evaluation

PROFESSIONAL PORTFOLIO

Education students are **required** to assemble and maintain a professional portfolio related to activities and projects developed and accomplished prior to graduation. The professional portfolio is developed over the course of the student's program. Students will add some material, such as their philosophy of education statement and journals completed in directed tutoring courses, during the pre-education portion of the program. Students will add most of the other material, such as sample lesson plans, practica evaluations, and photographs, during the upper level portion of the program and while student teaching. Students should maintain their portfolios in preparation for securing a teaching position after graduation since many prospective school district employers request that portfolios be available during the interview process. After becoming a teacher, the portfolio can be maintained and continue to be built upon for professional review and towards National Board Certification. In addition to the hard copy of the portfolio, students also will learn how to prepare an electronic portfolio.

Division of Education faculty members will assess the portfolio at appropriate times during the students' upper level program. Students must finalize their portfolios for UPJ during student teaching. The instructor of the *Student Teaching Seminar* will distribute a scoring rubric to be used, and will then evaluate the finalized portfolios and assign each portfolio one of three designations: *Exemplary*, *Satisfactory*, or *Unsatisfactory/Incomplete*. This designation will then be considered as part of the grade earned in the El Ed 1194 or Sec Ed 1195 seminar course taken during the student teaching semester. No student will be recommended for certification until they have earned at least a *Satisfactory* designation.

The following is a listing of the types of entries, materials, and artifacts to be included in the portfolio between admission to UPJ and graduation:

- **Cover Page and Table of Contents**
- **Introductory Letter/Preface** (description of self, teaching position being sought, and portfolio arrangement)
- **Credentials** (résumé, letter of application, references, recommendation letters, background clearances, Praxis scores, college transcript, teaching certificate, academic awards/honors)
- **Teaching Philosophy/Philosophy of Education**
- **Instructional Planning**
 - Lesson Plans (at least six lessons that differ by grade level, and type of instructional strategy [e.g., technology integration, cooperative learning, inquiry-based, directed teaching, inter-disciplinary, hands-on activity]) and corresponding materials (teacher-created worksheets, designed handouts, visual aids, transparencies, PowerPoint slides, study guides, etc.)
 - Unit Plan(s)
- **Assessments**
 - Formal and Informal (teacher-designed exams, quizzes, and/or assignments; teacher-designed rubrics and/or checklists; other alternative assessment examples [e.g., projects, presentations, journal writings])
 - Sample Student Work (samples of graded papers, assignments, projects, research papers -- *students' names deleted*)

- **Special Needs Accommodations**
 - Curricular materials created or adapted, and utilized for lessons with annotation about special accommodation/adaptation
 - Special Needs Project(s) completed during UPJ coursework
- **Other Relevant UPJ Coursework Materials**
 - Instructional Technology projects
 - Sample Journals from Directed Tutoring/Practicum courses
 - Samples of work from Field Practicum experiences
 - Checklist of classroom work accomplished_during field practicum experiences
 - Evaluations from cooperating teachers_during field experiences
- **Photographs/Digital Pictures** (bulletin boards, visual aids, special projects, classroom environment, teacher and students working in various teaching/learning settings)
- **Other Teaching Artifacts** (classroom management and motivation plans; course syllabi designed (*Secondary only*); home/school contact, letters, newsletters; family/community involvement)
- **Other Relevant Materials from Student Teaching**
 - Evidence of participation in extra-curricular, school activities, or committee work
 - Observational reports from UPJ Supervisor
 - Critiques and Feedback from Cooperating Teacher
 - Self-critiques/reflections on teaching performance
 - Observation reactions from attendance at school-related functions (e.g., School Board, PTA/PTO meetings)
- **Evidence of Professional Involvement in the Field of Education**
 - Memberships in professional organizations
 - Attendance at professional development conferences or workshops
 - Participation in service projects relating to the field of education
 - Work Experiences_relating to the field of education
 - Coaching Experience
 - Community/Volunteer Work
 - Log of Professional Reading

PENNSYLVANIA’S PROFESSIONAL EDUCATOR’S CODE OF CONDUCT

Section 1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the Act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. §§ 12-1251—12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12 1255(a) (10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student’s potential. Central to that development is the professional educator’s valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator’s conduct toward students and colleagues, and the educator’s employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following: (1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. §§ 1-101—27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. §§ 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4) and this chapter. (2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in Elementary Education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in Library Science. (3) Professional educators shall maintain high levels of competence throughout their careers. (4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of §§ 235.6—235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal Obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. §§ 12-1251—12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by: (1) The Public School Code of 1949 (24 P. S. §§ 1-101—27-2702) and other laws relating to the schools or the education of children. (2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the Act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. §§ 401—413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification

The professional educator may not: (1) Accept employment, when not properly certificated, in a position for which certification is required. (2) Assist entry into or continuance in the education profession of an unqualified person. (3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights

The professional educator may not: (1) Discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline. (2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper Personal or Financial Gain

The professional educator may not: (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment. (2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with Students

The professional educator may not: (1) Knowingly and intentionally distort or misrepresent evaluations of students. (2) Knowingly and intentionally misrepresent subject matter or curriculum. (3) Sexually harass or engage in sexual relationships with students. (4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional Relationships

The professional educator may not: (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator. (2) Knowingly and intentionally distort evaluations of colleagues. (3) Sexually harass a fellow employee. (4) Use coercive means or promise special treatment to influence professional decisions of colleagues. (5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct of Educators can be found at 22 Pa. Code §§ 235.1 – 235.11. All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.

POLICIES REGARDING TRANSFER OF CREDITS TO THE EDUCATION PROGRAM

Transfer of Credits When Applying for Admission to UPJ

Registrar's Office Policies and Responsibilities

- An advanced standing credit evaluation will be completed by the Registrar's Office only after a student has applied for transfer admission.
- Students are responsible to ensure that an official transcript of any course taken at another institution is mailed directly to UPJ's Office of the Registrar upon completion of the course.
- For UPJ acceptance, courses must be passed with a C (not C-) or better and must be earned at an institution accredited by the appropriate regional accrediting association.
- In most cases UPJ will accept credits earned only in the prior twelve years.
- No more than 90 credits may be transferred from four-year schools, nor more than 60 from two-year schools.
- All transfer credits are subject to re-evaluation if the student relocates to UPJ from another University of Pittsburgh campus.
- It is the responsibility of the Registrar's Office to determine whether accepted courses are the equivalent of UPJ courses.
- The number of credits granted for any given course may not exceed the number on the transcript from the school where they were earned, nor may it exceed the credit value of the corresponding course at UPJ.
- Should a student take a course at UPJ that is the same as an equivalent course already transferred to UPJ, the student will lose the transferred credits.

Division of Education Policies and Responsibilities

- The Division of Education will determine which courses accepted by UPJ will be applied to a specific certification program.
- No more than fifty percent of the credits required in any Division of Education certification program may be transferred from another institution or from another campus of the University of Pittsburgh.
- The Division of Education uses the grade point credits in courses accepted by UPJ that were taken at another college (or colleges) in the calculation of the *Combined GPA* for transfer and post-baccalaureate students. See pages 12-13 for additional information on the *Combined GPA* policy.

Transfer of Credits While Attending UPJ

- *Before* enrolling in a course at another campus or college, education students must complete an approval form, with course description attached, and submit the form for approval by three individuals: their Education Faculty Advisor, the Chairperson of the Division of Education, and Dr. Jon Gonder, Associate Vice-President for Academic Affairs, Owen G-16 (UPJ policy).
- Students who have earned 60 or more credits may not take courses in two-year schools (UPJ policy).
- Courses must be taken at an accredited institution (UPJ policy)
- The final 30 credits required for a degree must be accomplished at UPJ (UPJ policy).
- A maximum of two summer or special sessions may be taken at other institutions with a maximum of two courses a session (UPJ policy).
- Students may not take upper level education courses at another institution. Some programs also designate content courses that *must* be taken at UPJ (Division of Education policy). Courses that must be taken at UPJ can be found in each program's *Plan of Studies* (See Part II of *Student Handbook*).
- Transferred credits taken at another college after students begin their UPJ courses are not used in the computation of the student's UPJ GPA or *Combined GPA* (Division of Education policy).
- Students are responsible to ensure that an official transcript of any course taken at another institution is mailed directly to UPJ's Office of the Registrar upon completion of the course and students are responsible to inform their academic advisor that a course has been transferred to UPJ.

Advanced Placement Credits

The Division of Education will apply to the student's pre-education program any credits accepted by UPJ through the Advanced Placement Tests offered by the College Entrance Examination Board. Students should inform their advisors of any Advanced Placement Test upon its acceptance by UPJ. These credits do not apply to the student's GPA.

CLEP Credits

The Division of Education will accept a maximum of 18 College Level Examination Program (CLEP) credits if the student's passing score is accepted by UPJ. These credits can be used as free electives only and may not replace any course specifically required in any program or to fulfill UPJ general education requirements. For example, a student who has earned three CLEP credits in "Composition" may apply it as a free elective but not to replace Eng Cmp 0002, 0005, or 0006.

REPEATING COURSES

Courses That Must Be Repeated

Education students are required to repeat any *selected course* designated for their program (see listing on p. 25) and any *upper level course* (including Instructional Technology courses) in their program *in which they earn a C- grade or lower*. Students who fail to earn a grade of C or better in a selected course or upper level education course at UPJ, at another University of Pittsburgh campus, or at another institution must repeat that course. Selected courses must be repeated within the University of Pittsburgh system, and upper level courses must be repeated at UPJ. Furthermore, *students who fail to earn at least a C (not C-) after completing a selected course or upper level education course a total of two times will be ineligible to continue in the education program*.

Students are not allowed to student teach until they have earned at least a C grade in all of the selected and upper level education courses. To be eligible for admission to the upper level, applicants must have earned at least a C (not C-) in at least three courses among the *selected courses* specified for their program area.

The Course Repeat Card

Students may repeat any course at UPJ in which they earned a C- grade or lower. Students who repeat selected courses or choose to repeat other courses to raise their cumulative GPA should complete a *Course Repeat Card* with the Office of the Registrar when they register for a course they are repeating. Students who fail to complete a *Course Repeat Card* will find that their cumulative GPA will include grades in both courses, to the detriment of the cumulative GPA. This lower GPA could have an impact on whether students meet requirements for admission to the upper level. Students who repeat a course should check their academic records to verify that the course is credited as repeated (an R is shown next to the original grade).

Repeat Courses and Student Financial Aid Implications

Students should be aware that repeated courses do *not* count toward the minimum total of credits needed each year for financial aid eligibility. Students who repeat courses would be wise to check with the Office of Student Aid, 125 Biddle, to gain current information on the number of courses needed each year to remain in good standing for financial aid.

DETERMINING GRADE POINT AVERAGE (GPA) AND *COMBINED* GPA

Pre-education students must earn a minimum cumulative UPJ GPA of 3.00 to be eligible for admission to the upper level and for teacher certification. Students therefore should know how to determine their Grade Point Average (GPA). The GPA is determined by dividing the total number of earned *grade points* by the total number of earned *grade point credits*. In calculating the GPA, F's count in the number of *grade point credits*, and Pass-Fail credits do not. For example, after his freshman year, one student had earned 98.25 total *grade points*, and 27 total *grade point credits*, for a cumulative GPA of 3.64 (98.25 divided by 27). Students earn *grade points* for each credit at a rate of four *grade points* for an A, three for a B, two for a C, one for a D, and zero for an F. These *grade points* are then multiplied by the number of course credits. The following *Table of Grade Points* indicates the number of *grade points* earned in all one to four credit courses.

<u>GRADE</u>	<u>1 credit</u>	<u>2 credits</u>	<u>3 credits</u>	<u>4 credits</u>
A+,A	4.00	8.00	12.00	16.00
A-	3.75	7.50	11.25	15.00
B+	3.25	6.50	9.75	13.00
B	3.00	6.00	9.00	12.00
B-	2.75	5.50	8.25	11.00
C+	2.25	4.50	6.75	9.00
C	2.00	4.00	6.00	8.00
C-	1.75	3.50	5.25	7.00
D+	1.25	2.50	3.75	5.00
D	1.00	2.00	3.00	4.00
D-	0.75	1.50	2.25	3.00
F	0.00	0.00	0.00	0.00

Transfer and Post-Baccalaureate Students' *Combined* GPA

Prospective *transfer students* and *post-baccalaureate students* who are admitted to the pre-education program with an entry GPA below 3.00 will carry a cumulative “*Combined GPA*” (See pp. 10-11). These students will need to earn a Pitt GPA higher than 3.00 in order to attain a *Combined GPA* of 3.00 to enter the upper level. The *Combined GPA* is based upon a total of the following: a) all grade point credits earned through the Pitt system after entry into the UPJ pre-education program and for the five years preceding entry into that program; b) all grade point credits for all courses taken at any other college in the five years preceding entry into the UPJ pre-education program, whether or not the courses were accepted by UPJ; and c) all grade point credits for courses completed at UPJ or any other college *more than five years* before entry into pre-education if those courses are applied to the student’s chosen education program. Thus, a student who takes his/her first courses at UPJ in fall 2007 would have all of his/her previous courses taken from fall 2002 and thereafter counted, along with any courses taken prior to fall 2002 that are applied to the education program. The *lower* of the two GPAs (UPJ GPA or *Combined GPA*) will be used in consideration for admission to the upper level.

Students may determine their *Combined GPA* by adding the *grade points* earned at UPJ with the *grade points* earned at another college (or colleges) and dividing that total by the number of *grade point credits* earned at UPJ combined with the number of *grade point credits* earned at another college (or colleges). For example, a student has earned 87.50 *grade points* at UPJ and 58.5 *grade points* at Penn State for a total of 146.0 *combined grade points*. She has earned 28 *grade point credits* at UPJ and 22 *grade point credits* at Penn State, for a total of 50 *combined grade point credits*. Thus, 146.0 *combined grade points* divided by 50 *combined grade point credits* yields a *Combined GPA* of 2.92. Once a student attends UPJ, further courses taken at another college do not count toward the *Combined GPA*.

UPJ ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and require the University to make reasonable and appropriate accommodations for students with permanent physical or mental disabilities that are known to the institution.

Students with disabilities who require academic or environmental accommodations should notify both the course instructor and Dr. Jon Gonder, Associate Vice-President for Academic Affairs, within the first few weeks of the term. Students will be expected to provide Dr. Gonder, Owen G-16, with appropriate documentation of their disability.

The Division of Education will make every effort to provide reasonable and appropriate accommodations for students with disabilities in their field experiences. Whether the disability can be accommodated in a student teaching or pre-student teaching situation will depend on the nature of the disability, as inherent in the role of the teacher is the ability to adequately manage an entire classroom, to control off-task behavior, and to react quickly and appropriately to students' actions and questions. All student teachers must demonstrate that they can perform acts of instruction and classroom management both reflectively and spontaneously in a satisfactory manner. Early in their program students with disabilities should obtain a copy of the Division's *Student Teaching Handbook* from Ms. Karen Clites, Biddle 151, and review the competencies student teachers need to demonstrate.

UPJ ACADEMIC INTEGRITY POLICY

The Division of Education and its faculty support the UPJ policy on Academic Integrity as revised in September 1991. (Students may obtain a copy of UPJ's *Guidelines on Academic Integrity* at the Office of the Associate Vice-President for Academic Affairs, Owen G-16). Essentially, this means that all academic work done by students will represent their own accomplishments without *unauthorized* outside help. Students **must neither give nor receive help** on any class assignment, examination, project, paper, etc. beyond what is permitted by the instructor. Academic integrity violations also include acts of plagiarism; that is, in writing projects, students may not submit any direct statements or ideas, etc. written by another source without reference to the originator. Students should read the complete listing of academic integrity violations included in UPJ's current catalog. All students who witness infractions of academic integrity must report those infractions to their instructors.

Infractions of the Academic Integrity Policy may result in any of the following penalties:

- reduction in grade or failure on the examination or assignment
- reduction in grade or failure in the course
- rejection of the opportunity to student teach
- suspension from the University
- dismissal from the University

The Division of Education also reserves the right to refuse recommending for teaching certification and/or permitting participation in the student teaching semester any student found guilty of an academic integrity violation. See page 20, #10, and page 22, #3.

DIVISION OF EDUCATION FACULTY AND STAFF

The Division of Education Office, 153 Biddle Hall, is open Monday - Friday from 8:00 AM - 5:00 PM. Students wishing to make an appointment with the Division Chairperson should see Ms. Shirl Smigla, Administrative Assistant. The Office of Field Experiences, 151 Biddle, also is open Monday - Friday from 8:00 AM - 5:00 PM. Students with questions pertaining to field experiences should see Ms. Karen Clites, Field Experiences Administrative Assistant.

Faculty members post their teaching schedules and office hours on their office door. This makes it relatively easy for students to meet with Division of Education faculty members. Students may also reach Division of Education faculty members by 1) leaving a note in the faculty member's mailbox located in 149 Biddle Hall, 2) leaving a voice mail message on the faculty member's office phone, or 3) leaving an e-mail message at the faculty member's e-mail address. Students also may check on faculty members' availability with Ms. Karen Clites, Division of Education Faculty Administrative Assistant, 151 Biddle Hall.

Please note that most Education faculty members are not on campus from May through August. Students seeking help during the summer months should see Dr. Scanlon, Ms. Smigla, or Ms. Clites.

Division of Education Faculty and Staff

<u>Faculty/Staff Member</u>	<u>Position</u>	<u>Office</u>	<u>Telephone</u>	<u>email</u>
Dr. Julie Ankrum	Elementary Education Advisor	Biddle 149	269-7961	ankrum@pitt.edu
Ms. Karen Clites	Field Experiences & Faculty Admin Assistant	Biddle 151	269-7010	clites@pitt.edu
Dr. Natalie Conrad	Elementary Education Advisor	Biddle 149	269-7273	nconrad@pitt.edu
Mr. Gary Cooper	Student Teaching Supervisor			
Dr. Melonie Dropik	Secondary Sciences Program Coordinator	Biddle 148	269-7002	mdropik@pitt.edu
Dr. Nina Girard	Secondary Mathematics Program Coordinator	Biddle 150	269-2934	nina@pitt.edu
Dr. Jean James	Elementary Education Advisor	Biddle 149	269-7014	jajames@pitt.edu
Ms. Joy Knepp	Art Education Course	Biddle 149	269-7010	jknepp@shol.com
Dr. Charles Kormanski	Fresh Seminar & Ed Psy Courses	Biddle 135	269-7056	chuckski@pitt.edu
Dr. Donna Kowalczyk	Field Experiences Director & Elem Ed Advisor	Biddle 149	269-7012	donnak@pitt.edu
Mr. Paul Neatrou	Student Teaching Seminars & Supervisor	Biddle 135	269-7056	neatrou@pitt.edu
Mr. William Neatrou	Student Teaching Supervisor	Biddle 135	269-7056	
Mr. Bernard Poole	Instructional Technology Courses	Biddle 150	269-2923	poole@pitt.edu
Dr. Mark Previte	Secondary Social Studies Program Coordinator	Biddle 148	269-7016	previte@pitt.edu
Dr. Terri Prout	Inclusion and ELL Courses	Biddle 150		
Dr. Karen Scanlon	Division Chairperson & Sec English Advisor	Biddle 153	269-7026	scanlon@pitt.edu
Ms. Shirl Smigla	Division Administrative Assistant	Biddle 153	269-7008	smigla@pitt.edu
Dr. Delver Smith	Secondary English Courses	Biddle 150		
Dr. Robert Swanson	Foundations of Education Course	Biddle 149	269-7009	rgswansn@pitt.edu
Dr. Malcolm Van Blerkom	Educational Psychology & Elem Educ Advisor	Biddle 149	269-7015	mlv2@pitt.edu
Dr. Robert Zellers	Elementary Education Advisor	Biddle 151	269-7013	zellers@pitt.edu

PROGRAMS OF STUDY: AN OVERVIEW TO ALL PROGRAMS

Completing a Certification Program in a Four-Year Period

Students enrolled in all certification programs should *first* read the section of this *Student Handbook* entitled *Majoring in Education at UPJ: An Overview* on pages 8-9 and preview the *Program Completion Time-Line* on page 10. *By meeting all requirements to advance in a timely fashion, students may complete any single certification program in a four-year period.* Students must take 15-18 credits over eight academic terms (fall and spring terms) in order to graduate and to meet certification requirements in a four-year period. Students may elect to complete the General Science program only if they are also seeking certification in Biology, Chemistry, or Earth and Space Sciences. Students interested in completing any two certification programs, other than a basic science plus General Science, should realize that it will take them more than four years to do so.

Students who want to average fewer than 15-18 credits per term and still graduate in four years will need to take courses during UPJ's summer term. However, students who choose this option must plan carefully as no upper level education required courses are offered in the summer term, and some content courses are not offered during the summer term. Students should read carefully the UPJ policies concerning taking courses at other colleges during the summer term (p. 40) *before* enrolling in any courses.

All education students should also be aware that in order to complete their program in a four-year period, they will need to meet requirements to be admitted to the upper level no later than the *May Admission Period* of their sophomore year. The upper level program is designed in a sequential manner in the regular academic terms, so students who gain admission after their sophomore year, drop out of an upper level course, or plan to enroll on a part-time basis will not be able to complete their program in a four-year period.

Sources of Information for Completing a Program in Four Years

A number of students over the years have had their program delayed because they did not seek information from reliable sources. This point cannot be overstated: Wise students keep themselves appropriately informed. The best sources of information for education majors are this *Student Handbook*, Division bulletin boards, and Education faculty and staff. Information obtained from other students, "the grapevine," is often inaccurate. Division of Education policies and Pennsylvania Department of Education requirements change from time to time, and a policy that applies to students who enter the program at one time may not apply to students who enter at another time.

Students should see Ms. Shirl Smigla (Biddle 153) for information about matters pertaining to admission to the upper level, certification tests, and graduation. Ms. Smigla also schedules appointments with the Division Chairperson. Students should see Ms. Karen Clites (Biddle 151) about matters pertaining to background checks, field experiences/practicum courses, and student teaching. Students should also see Ms. Clites to inquire about their advisor's availability or to schedule an appointment with the Director of Field Experiences.

Academic Advising and Registration for Courses

Upon declaration of their major as Pre-Education, students are assigned to a Division of Education faculty member who will serve as their academic advisor. Education advisors guide students toward successful completion of their program, maintain their advisees' academic folders, and post office hours designating times that students may meet with them. Over a four-year period, there are times when some courses may not be offered as scheduled, so during advising sessions students should ask their advisors if they are aware of any modifications to the information shown in the plan of study. Occasionally, an advisor may be supervising in the schools and may not be available during posted office hours. Students may leave a message for their advisor as described on page 45.

Typically in the second month of each term, students will receive notification in their campus mailboxes about registration for the next term. At this point, students should go to the office of their advisor and sign up for an advising session. Advisors post an advising schedule on or near their office door. *Students are responsible to make an advising session appointment with their education advisor at least two weeks prior to the beginning of each term's registration date.* Students should not appear at their advisor's office on the day of registration and expect their advisor to be available for advising. *Thus, students who fail to make an appointment in a timely manner may find that their advisor is unavailable until after registration. Students would then need to pay a late fee to register and may also find that some courses are no longer open.* Students may obtain the name of their education advisor by contacting Ms. Shirl Smigla, Administrative Assistant (153 Biddle Hall).

Psychology Course Sequencing

Pre-education students typically take *Introduction to Psychology* (Psy 0200) during their freshman year. It is a *prerequisite* for the courses students typically take in their sophomore year, usually in the following order: *Education Psychology* (Ed Psy 0006) during the fall term of their sophomore year, and either *Child Development* (Psy 0230) or *Adolescent Development* (Psy 0260) in the spring term of their sophomore year. The Division strongly advises students to take Ed Psy 0006 prior to taking Psy 0230. Students should take *Students with Special Needs* (Ed Psy 0007), *Inclusion Strategies* (Ed Psy 0008), and *English Language Learners* (Ed Psy 0009) prior to beginning the upper level program. Students are not eligible to take Ed Psy 0006, Ed Psy 0007, Ed Psy 0008, Ed Psy 0009, Psy 0230, or Psy 0260 unless they have earned at least a C grade in Psy 0200. All psychology courses should be taken prior to beginning upper level coursework.

Background Checks and Foundations of Education 0001

Students may enroll in *History and Philosophy of Education* (Fds Ed 0001) *only* if they have submitted copies of *both* background checks, necessary for observation in area classrooms. This course typically is taken during the sophomore year, but if seats remain, students are able to enroll in the course in the spring term of their freshman year. Students who register for this course without having submitted copies of *both* background checks will be dropped from the course immediately following the registration period. See page 30 for information on background checks.

UPJ General Education Curriculum

All students must complete the requirements of the UPJ General Education curriculum. This curriculum has two foci: a) *knowledge area courses* in which students in each program must complete designated courses in three areas -- natural sciences, social sciences, and humanities; and b) *skill competency courses* in which students in each program must complete designated courses that have been designed to assure that students acquire and further develop the skills of *speaking, writing, and quantitative reasoning*. By successfully completing *all* courses at UPJ, students in each education program will automatically fulfill both the *knowledge area* and *skill competency* requirements of UPJ's general education curriculum.

Each of the *programs of studies* as printed in this *Student Handbook* includes the designation *GE* (General Education) to indicate the knowledge area courses, and the designations of *S, W, or Q* to indicate the skill areas of speaking, writing, and quantitative reasoning respectively. Transfer students will have any equivalent course to one designated as *S, W, or Q* accepted as fulfilling the knowledge area requirement. **Education students may not substitute courses for those listed in GE blocks or those designated by *S, W, or Q*.**

All freshmen and transfer students are required to take the UPJ math placement test before enrolling in a math course at UPJ. Students whose test scores indicate that they place into Algebra I (Math 0001) must take this course and may not take a *Q* course until they have passed it. **Pre-elementary education majors who place into Math 0002 should register not for Math 0002 but for Math 0071 or Math 0080, which are required for their program.**

Freshmen whose academic program includes General Chemistry I (Chem 0111) and its lab (Chem 01130) are required to take a chemistry placement exam before enrolling in General Chemistry I or the lab. Students whose test scores indicate that they place into Preparation for Chemistry (Chem 0105) must pass that course with a grade of *D* or better before enrolling in General Chemistry I or the lab.

Program of Study by Certification Program

The pages that follow present the *program of studies* for each certification/degree program. Early in their program, students should carefully preview their *program sheet* and its accompanying *plan of studies*, which also lists the courses that must be taken at UPJ. All programs require students to take Foundations of Education 0001 and all upper level courses at UPJ. Secondary English and Mathematics designate other courses that must be taken at UPJ. General Education requirements also are designated on the program sheets.

Following the program of studies for each certification/degree program, post-baccalaureate students will find the program of studies for certification without a second degree. Post-baccalaureate students should read page 12 for more information on this option.

ELEMENTARY EDUCATION

Successful education majors are informed students. All elementary education majors should read the entire first section of the *Student Handbook* (pp. 6-45) as well as the *Programs of Study: An Overview to All Programs* section (pp. 46-48). During their first term at UPJ, students will meet with their academic advisors where they should gain a clear understanding of the structure and sequencing of the elementary education program. *Programs of Study* for students enrolled in the BS program, and students enrolled in the certification only program follow as indicated below. Each *Program of Study* includes information on course sequencing and students should review those sections carefully before enrolling in courses each term.

- B.S. Elementary Education Program, pp. 50-51
- Post-Baccalaureate Certification Only Program, p. 52

Middle Level (School) Certification

Certified elementary education teachers are eligible to teach grades 7-8-9 only if they pass a middle level certification test for a specific content area. The Division of Education recommends certain courses that students may take at UPJ to help them prepare for the tests. A listing of the required test and recommended courses follows:

Content Area	Test	Recommended courses
Social Studies	20089---Middle School Social Studies	History 0120 ,0130, 0610 and 0620, Poli Sci 0206, Geog 0810, Econ 0105.
English	10049—Middle School English Language Arts	Eng Lit 0080, 0311, 0316, 0326, and 1553 Eng Wrt 1130, and one of the following: Eng Wrt 0051, 0052, or 0401.
Mathematics	20069--- Middle School Math (Calculators allowed)	Math 0002, 0071, 0080, and 0004.
Sciences	10439--- Middle School Science (Calculators prohibited)	Biol 0080, Chem 0080, Geol 0081 and 0087, Phys 0090.

ELEMENTARY EDUCATION CERTIFICATION---126 CREDITS

GE- General Education Knowledge Course, S-Speaking Course, W-Writing Course, Q-Quantitative Reasoning

PRE-EDUCATION CURRICULUM

University Orientation 1 credit

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Comp II	3	

Natural Sciences 18 credits

Psy 0200: Introduction to Psychology	GE 3	3
Psy 0230: Child Development	GE 4	3
Nat Sc 0080: Integrated Sciences	GE 1	3
SCIENCE ELECTIVE: SELECT ONE		3
Biol: 0080, 0083, 0085, 0110		
Chem: 0080, 0085, 0111		
Geol: 0011,0012, 0015, 0024, 0061, 0081, 0083, 0087, 0089		
Phys: 0090, 0093, 0100, 0150		
Math 0071: Structure of the Real Nbr System	GE 2	3
Math 0080: Fundamentals of Modern Math		3

Humanities 12 credits

Commrc 0052: Public Speaking	GE 3	3
LITERATURE: SELECT ONE	GE 2	3
Any EngLit course without a prerequisite (Complete EngCmp II before EngLit 0055/0056)		
APPRECIATION: SELECT ONE	GE 1	3
Commrc 0320		
Any Fine Arts course		
Any 3-credit Music course except Music 0413		
Phil 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841		
Theatre: 0811, 0812		
*recommended for juniors/seniors		
HUMANITIES ELECTIVE	GE 1,2,3 or 4	3
Any course listed above or one of the following:		
Classics 0021		
Commrc 0030, 0083, 1138		
Engwrt , 0050 / 0401, 0051, 0052, 0053, 0500		
Eng Lit 0085, 0345, 1032, 1630, 1830		
Foreign Language (any)		
Phil 0501, 1611		
Any foreign language literature course		

Social Sciences 15 credits

Geography 0810: Earth & People	GE 3	3
History 0610: American History to 1877	GE 4	3
History 0620: American History 1877-Present	GE 6	3
SOCIAL SCIENCE ELECTIVE:	GE 1,2,5,OR 6	6
<i>Select any ONE course from any two of the following disciplines:</i>		
Anthropology 0800, 0810, 1290, 1517, 1580, 1630, 1720		
Economics 0080, 0105, 0115		
Geography 0100, 0210, 0310,0320, 0610		
History 0120, 0130, 0303, 0310, 0424, 0425		
Political Science 0206, 0302, 0310, 0501		
Sociology 0070, 0100		

Required Pre-Education Courses 10 credits

Fds Ed 0001: History/Philosophy of Education	S, W	3
Ed Psy 0006: Introduction to Educ. Psychology		3
Ed Psy 0007: Students with Special Needs		1
Ed Psy 0008: Inclusion Strategies		2
Ed Psy 0009: English Language Learners		1

Free Electives and Education Electives 13 credits

Select any Free Elective courses *and/or* the listed Education courses that total 163credits. All courses may be taken in both Pre-Education and Upper Level portions of program.

Free Elective:		
Free Elective:		
Free Elective:		
Free Elective:		
Free Elective:		
Ed Psy 1130: Intro to Special Education (summer)		3
El Ed 0010 Directed Tutoring/Practicum courses (up to 4 total credits)		
El Ed 1110: Education of Young Children		3
El Ed 1170: Trends and Issues in Elem. Education		3

UPPER LEVEL COURSES

*Open only to students admitted to upper level program --
Students may need to complete pre-education curriculum requirements along with upper level curriculum.*

First Term 13 credits

Ed Psy 1121: Measurement and Statistics for Educators	Q	3
El Ed 1111: El Ed Field Practicum I		1
El Ed 1141: Reading, Writing, & Literature I (Intro)		3
El Ed 1171: Teaching Science in the Elem School		3
IT 1100: Education for an Information Age with lab		3

Second Term 12 credits

El Ed 1112: El Ed Field Practicum II		1
El Ed 1142: Reading, Writing, & Literature II		4
El Ed 1162: Art Education in the Elem Classroom		2
El Ed 1172: Teaching Mathematics in the Elem School		3
El Ed 1182: Phys Educ & Rhythmic Experiences		2

Third Term 10 credits

El Ed 1113: El Ed Field Practicum III		1
El Ed 1143: Reading, Writing, & Literature III	W	3
El Ed 1173: Teaching Social Studies in the Elem School		3
El Ed 1193: Professional Development in El Ed		3

Fourth Term 16 credits

El Ed 1174: Primary Student Teaching	S	7
El Ed 1184: Intermediate Student Teaching	S	7
El Ed 1194: El Ed Student Teaching Seminar		2

Plan of Studies: Elementary Education

1. Certification Minimum: 126 credits; 3.00 Cumulative GPA; 2.80 Core GPA.
2. Graduation Minimum: 126 credits; 2.80 Cumulative GPA; 2.80 Core GPA.
3. Courses that must be taken at UPJ: Fds Ed 0001 and all courses in upper level program
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy 0006, Ed Psy 0007, Ed Psy 0008, Ed Psy 0009, and Psy 0230.
 - Psy 0230 is a prerequisite for El Ed 1110.
 - Fds Ed 0001 is a prerequisite for El Ed 1170.
 - Nat Sc 0080 is a prerequisite for El Ed 1171.
 - Geog 0810 and either Hist 0610 or 0620 are prerequisites for El Ed 1173.
 - Passing Math 0001 or placing in the Math 0002 level of the placement test are prerequisite to enrolling in either Math 0071 or Math 0080.
 - Math 0071 and Math 0080 are prerequisites for admission to the upper level and for enrolling in El Ed 1172.
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the freshman year.
 - Ed Psy 0006, EdPsy 0007, Ed Psy 0008, Ed Psy 0009, Fds Ed 0001 and Psy 0230 should be taken during the sophomore year.
 - Most students benefit from taking Ed Psy 0006 before Psy 0230.
 - Math 0071 should be taken prior to Math 0080 and both must be taken for admission to upper level.
 - All upper level courses must be taken in the established term.

Typical Year-by-Year Schedule of Studies

FRESHMAN YEAR - 31 credits

Eng Cmp 0005 (or 0002) and Eng Cmp 0006
 Psychology 0200
 Math 0071
 Math 0080
 Nat Sc 0080
 Science Elective
 Social Sciences
 Humanities
 University Scholarship

SOPHOMORE YEAR - 32 credits

6	Foundations of Education 0001	3
3	Educational Psychology 0006	3
3	Educational Psychology 0007	1
3	Educational Psychology 0008	2
3	Educational Psychology 0009	1
3	Psychology 0230	3
6	Humanities	6
3	Social Sciences	9
1	Free/Education Electives	4

JUNIOR YEAR - 31 credits

Ed Psy 1121, El Ed 1111, 1141, 1171, IT 1100 (1st term) 13
 Humanities (1st term) 3
 El Ed 1112, 1142, 1162, 1172, 1182 (2nd term) 12
 Free/Education Electives (2nd term) 3

SENIOR YEAR - 32 credits

10	El Ed 1113, 1143, 1173, 1193 (1 st term)	10
6	Free/Education Electives (1 st term)	6
16	Student Teaching and El Ed 1194 (2 nd term)	16

ELEMENTARY EDUCATION CERTIFICATION---85 CREDITS
Post-Baccalaureate certification only (not candidate for BS Degree)

PRE-EDUCATION CURRICULUM

English Composition and Literature 6 credits

English Composition course	3	
English Literature course	3	

Natural Sciences 15 credits

Psy 0200: Introduction to Psychology	3	
Psy 0230: Child Development	3	
Nat Sc 0080: Integrated Sciences	3	
Math 0071: Structure of the Real Number System	3	
Math 0080: Fundamentals of Modern Math	3	

Public Speaking 3 credits

Commrc 0052: Public Speaking	3	
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Required Pre-Education Courses 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Educ. Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

UPPER LEVEL COURSES

Open only to students admitted to upper level program

First Term 13 credits

Ed Psy 1121: Measurement and Statistics for Educators	3	
El Ed 1111: El Ed Field Practicum I	1	
El Ed 1141: Reading, Writing & Literature I (Intro)	3	
El Ed 1171: Teaching of Science	3	
IT 1100: Education for an Information Age	3	

Second Term 12 credits

El Ed 1112: El Ed Field Practicum II	1	
El Ed 1142: Reading, Writing & Literature II	4	
El Ed 1162: Art Education	2	
El Ed 1172: Teaching of Mathematics	3	
El Ed 1182: Phys Educ & Rhythmic Experiences	2	

Third Term 10 credits

El Ed 1113: El Ed Field Practicum III	1	
El Ed 1143: Reading, Writing & Literature III	3	
El Ed 1173: Teaching of Social Studies	3	
El Ed 1193: Professional Development in El Ed	3	

Fourth Term 16 credits

El Ed 1174: Primary Student Teaching	7	
El Ed 1184: Intermediate Student Teaching	7	
El Ed 1194: El Ed Student Teaching Seminar	2	

- Certification Minimum: 85 credits; 3.00 Cumulative QPA; 2.80 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0230.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Nat Sci 0080 is a prerequisite for El Ed 1171.
 - Math 0071 is a prerequisite for El Ed 1172
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
- Notes on *suggested course sequencing* follow:
 - Both an English composition and English literature course must be taken prior to advancement to upper level.
 - Math 0071 should be taken prior to Math 0080 and both must be taken prior to advancement to upper level.
 - All upper level courses must be taken in the established term.

SECONDARY EDUCATION: SOCIAL STUDIES

Successful education majors are informed students. All Secondary Education majors should read the entire first section of the *Student Handbook* (pp. 4-43) as well as the *Programs of Study: An Overview to All Programs* section (pp. 44-46). During their first term at UPJ, students will meet with their academic advisors where they should gain a clear understanding of the structure and sequencing of the Secondary Education program. *Programs of Study* for students enrolled in the BA program and students enrolled in the certification only program follow as indicated below. Each *Program of Study* includes information on course sequencing, and students should review those sections carefully before enrolling in courses each term.

Social Studies certification students may select any one of three program options called strands: *Geography*, *History*, or *Political Science*. This strand option allows students to focus on a particular subject of interest and often presents students with the opportunity to double major, with one major in Secondary Education and the other in the social science major represented by the content area of the chosen strand.

B.A. Program

- Geography Strand, pp. 54-55
- History Strand, pp. 56-57
- Political Science Strand, pp. 58-59

Post-Baccalaureate Certification Only Program:

- Geography Strand, p. 60
- History Strand, p. 61
- Political Science Strand, p. 62.

SECONDARY EDUCATION: SOCIAL STUDIES —130-131 CREDITS

GEOGRAPHY STRAND

GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning

University Orientation		1 credit	
CAS 0001: University Scholarship	1		

English Composition		6 credits	
Eng Comp 0005 or 0002 (freshman seminar)	3		
Eng Comp 0006: Composition II	3		

Natural Sciences		15 credits	
Psy 0200: Introduction to Psychology	GE3	3	
Psy 0260: Adolescent Development	GE 4	3	
MATHEMATICS: SELECT ONE		3/4	
Ed Psy 1121, Math 0002, 0071, 0080, Stat 1020	Q		
MATH ELECTIVE: SELECT ONE	GE 2	3	
0002, 0004, 0071, 0080, 0121, 0221			
SCIENCE ELECTIVE: SELECT ONE	GE 1	3	
Biol: 0080, 0083, 0085, 0110			
Chem: 0080, 0085, 0111			
Geol: 0011, 0012, 0015, 0024, 0061, 0081, 0083, 0086, 0087, 0089			
Phys: 0090, 0093, 0100, 0150			

Humanities		12 credits	
Commrc 0052: Public Speaking	GE 3	3	
LITERATURE: SELECT ONE	GE 2	3	
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)			
APPRECIATION: SELECT ONE	GE 1	3	
Commrc 0320			
Any Fine Arts course			
Any 3 credit Music course except Music 0413			
Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841			
Theatre: 0811, 0812			
*Not recommended for freshmen & sophomores			
HUMANITIES ELECTIVE	GE1,2,3 or 4	3	
Any course listed above or one of the following:			
Classics 0021			
Commrc 0030, 0083, 1138			
Engwrt 0050/0401, 0051, 0052, 0053, 0500			
Eng Lit 0085, 0345, 1032, 1630, 1830			
Foreign Language (any)			
Phil 0501, 1611			
Any foreign language literature course in the original or in translation			

Social Science Distribution		27 credits	
Anthropology 0800: Intro to Cultural Anthropology		3	
Economics 0115: Intro to Macroeconomic Theory		3	
History 0120: Western Civilization 1 OR		3	
History 0130: Western Civilization 2			
History 0610: U.S. History to 1877 OR	GE 4	3	
History 0620: U.S. History 1877 to Present			
Political Science 0206: American Pol. Process	GE 5	3	
Sociology 0100: Introduction to Sociology	GE 6	3	
Sociology 0300: Social Research Methods		3	
Sociology 0221: Social Psychology OR		3	
Psychology 0210: Social Psychology			
Economics, History or Political Science Elective		3	

Pre-Education		10 credits	
Fds Ed 0001: History/Philosophy of Education <i>S,W</i>		3	
Ed Psy 0006: Introduction to Ed Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusion Strategies		2	
Ed Psy 0009: English Language Learners		1	

Required Geography		12 credits	
Geography 0100: Economic Geography		3	
Geography 0210: Physical Geography		3	
Geography 0420: Introduction to Cartography		3	
Geography 0810: Earth and People	GE 3	3	

*Geography Electives		18 credits	
<i>Urban/Economic/Population Geography:</i>		3	
<i>Choose One</i>			
Geography 0610: Urban Development			
Geography 1160: Population Geography			
Geography 1190: Geodemography			
Geography 1610: Urban Geography			
<i>Physical/Environmental Geography:</i>		3	
<i>Choose One</i>			
Geography 0110: World Resources			
Geography 1200: Environmental Geography			
Geography 1210: Climatology			
Geography 1220: Natural Hazards			
Geography 1230: Resource Management			
Geography 1240: Water Resources			
<i>Regional/Cultural Geography:</i>		3	
<i>Choose One</i>			
Geography 0310: Geography of the U.S.			
Geography 0320: Geography of Africa			
Geography 1130: Political Geography			
Geography 1170: Environmental Perception			
Geography 1300: Russia and Eurasian States			
Geography Elective		3	
Geography Elective		3	
Geography Elective		3	

*At least one of these courses must be at the 1000 level.

UPPER-LEVEL COURSES

Students admitted to Upper-Level Program only

Required Methods		10 credits	
Sec Ed 1100: General Methods	<i>S</i>	3	
Sec Ed 1161: Social Studies Methods	<i>W</i>	3	
Sec Ed 1162: Social Studies Education Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	<i>W</i>	3	

Instructional Technology		3 credits	
IT 1100: Education for an Information Age		3	

Student Teaching		16 credits	
Sec Ed 1191: Student Teaching <i>(counts as two S)</i>		14	
Sec Ed 1195: Sec Ed Student Teaching Seminar		2	

Plan of Studies: Secondary Education: Social Studies Certification, Geography Strand

1. Certification Minimum: 130-131 credits; 3.00 Cumulative GPA; 2.80 Core GPA.
2. Graduation Minimum: 130-131 credits; 2.80 Cumulative GPA; 2.80 Core GPA.
3. Courses that must be taken at UPJ: All courses in upper level program and FdsEd 0001
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1161 and Sec Ed 1162
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the freshman year.
 - Two math courses must be taken prior to admission to upper level program.
 - If selected as one math course, EdPsy 1121 should be taken in the spring term of the sophomore year.
 - Ed Psy 0006, EdPsy 0007, Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Soc 0300 is offered in the Fall Term.
 - Sec Ed 1100 is offered only in the Fall Term; Sec Ed 1161 and 1162 are offered only in the Spring Term.
 - Sec Ed 1195 must be taken with student teaching.

Typical Year-by-Year Schedule of Studies**FRESHMAN YEAR – 31 credits**

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psychology 0200	3
Required Geography	6
Social Sciences Distribution	9
English Literature course	3
Math	3
University Scholarship	1

SOPHOMORE YEAR – 31-32 credits

Foundations of Education 0001	3
Educational Psychology 0006, 0007	4
Psychology 0260 (Adolescent Development)	3
Required Geography	3
Geography Elective	3
Social Sciences Distribution	6
Humanities	6
Math	3-4

JUNIOR YEAR – 34 credits

Sec Ed 1100, 1161, 1162	7
Instructional Technology 1100	3
Required Geography	3
Geography Elective	6
Economics 0115	3
Social Sciences Distribution	6
Humanities	3
Science Elective	3

SENIOR YEAR – 34 credits

Sec Ed 1170	3
Geography Elective	9
Social Sciences Distribution	3
Educational Psychology 0008, 0009	3
Student Teaching and Sec Ed 1195	16

SECONDARY EDUCATION: SOCIAL STUDIES —130-131 CREDITS

HISTORY STRAND*GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning***University Orientation 1 credit**

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Natural Sciences 15 credits

Psy 0200: Introduction to Psychology	GE3	3	
Psy 0260: Adolescent Development	GE 4	3	
MATHEMATICS: SELECT ONE		3/4	
Ed Psy 1121, Math 0002, 0071, 0080, Stat 1020	Q		
MATH ELECTIVE: SELECT ONE	GE 2	3	
0002, 0004, 0071, 0080, 0121, 0221			
SCIENCE ELECTIVE: SELECT ONE	GE 1	3	
Biol: 0080, 0083, 0085, 0110			
Chem: 0080, 0085, 0111			
Geol: 0011,0012, 0015, 0024, 0061, 0081, 0083, 0086, 0087, 0089			
Phys: 0090, 0093, 0100, 0150			

Humanities 12 credits

Commrc 0052: Public Speaking	GE 3	3	
LITERATURE: SELECT ONE	GE 2	3	
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)			
APPRECIATION: SELECT ONE	GE 1	3	
Commrc 0320			
Any Fine Arts course			
Any 3 credit Music course except Music 0413			
Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841			
Theatre: 0811, 0812			
*Recommended for juniors/seniors			
HUMANITIES ELECTIVE	GE1,2,3 or 4	3	
Any course listed above or one of the following:			
Classics 0021			
Commrc 0030, 0083, 1138			
Engwrt 0050/0401, 0051, 0052, 0053, 0500			
Eng Lit 0085, 0345, 1032, 1630, 1830			
Foreign Language (any)			
Phil 0501, 1611			
Any foreign language literature course in the original or in translation			

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	S,W	3	
Ed Psy 0006: Introduction to Ed Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusion Strategies		2	
Ed Psy 0009: English Language Learners		1	

Social Science Distribution 27 credits

Anthropology 0800: Intro to Cultural Anthropology		3	
Economics 0115: Intro to Macroeconomic Theory		3	
Geography 0810: Earth and People	GE 3	3	
Political Science 0206: American Pol. Process	GE 5	3	
Sociology 0100: Introduction to Sociology	GE 6	3	
Sociology 0300: Social Research Methods		3	
Geography Elective		3	
Sociology 0221: Social Psychology OR		3	
Psychology 0210: Social Psychology			
Economics, Geography or Political Science Elective		3	

Required History 18 credits

History 0120: Western Civilization I		3	
History 0130: Western Civilization II		3	
History 0424: Classical East Asia		3	
OR			
History 0425: Modern East Asia			
History 0610: American History to 1877	GE 4	3	
History 0620: American History 1877 - Present		3	
History 1002: Writing Seminar for Majors		3	

History Electives 12 credits

American History (1000 or above)		3	
European History (1000 or above)		3	
Non-western History (1000 or above)		3	
History Elective (1000 or above)		3	

UPPER-LEVEL COURSES*Students admitted to Upper-Level Program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	S	3	
Sec Ed 1161: Social Studies Methods	W	3	
Sec Ed 1162: Social Studies Education Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	W	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age		3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching <i>(counts as two S)</i>		14	
Sec Ed 1195: Sec Ed Student Teaching Seminar		2	

Plan of Studies: Secondary Education: Social Studies Certification, History Strand

5. Certification Minimum: 130-131 credits; 3.00 Cumulative GPA; 2.80 Core GPA.
 6. Graduation Minimum: 130-131 credits; 2.80 Cumulative GPA; 2.80 Core GPA.
 7. Courses that must be taken at UPJ: All courses in Upper-Level Program and Fds Ed 0001
 8. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy 0006, Ed Psy 0007, and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1161 and Sec Ed 1162
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
5. Notes on *suggested course sequencing* follow:
- Psy 0200 should be taken during the freshman year.
 - Two math courses must be taken prior to admission to upper-level program.
 - If selected as one math course, EdPsy 1121 should be taken in the spring term of the sophomore year.
 - Ed Psy 0006, EdPsy 0007, Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Soc 0300 is offered in the Fall Term.
 - Sec Ed 1100 is offered only in the Fall Term; Sec Ed 1161 and 1162 are offered only in the Spring Term.
 - Sec Ed 1195 must be taken with student teaching.

Typical Year-by-Year Schedule of Studies**FRESHMAN YEAR - 31 credits**

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psychology 0200	3
Required History	6
Social Sciences Distribution	9
English Literature course	3
Math	3
University Scholarship	1

SOPHOMORE YEAR – 32-33 credits

Foundations of Education 0001	3
Educational Psychology 0006, 0007, 0009	5
Psychology 0260 (Adolescent Development)	3
Required History	3
History Elective	3
Social Sciences Distribution	6
Humanities	6
Math	3-4

JUNIOR YEAR - 34 credits

Sec Ed 1100, 1161, 1162	7
Instructional Technology 1100	3
Required/Elective History	12
Economics 0115	3
Social Sciences Distribution	6
Humanities	3

SENIOR YEAR - 33 credits

Sec Ed 1170	3
Required/Elective History	6
Social Sciences Distribution	3
Science Elective	3
Educational Psychology 0008	2
Student Teaching and Sec Ed 1195	16

SECONDARY EDUCATION: SOCIAL STUDIES —130-131 CREDITS

POLITICAL SCIENCE STRAND

GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning

University Orientation 1 credit

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Natural Sciences 15 credits

Psy 0200: Introduction to Psychology	GE3	3	
Psy 0260: Adolescent Development	GE 4	3	
MATHEMATICS: SELECT ONE		3/4	
Ed Psy 1121, Math 0002, 0071, 0080, Stat 1020	Q		
MATH ELECTIVE: SELECT ONE	GE 2	3	
0002, 0004, 0071, 0080, 0121, 0221			
SCIENCE ELECTIVE: SELECT ONE	GE 1	3	
Biol: 0080, 0083, 0085, 0110			
Chem: 0080, 0085, 0111			
Geol: 0011, 0012, 0015, 0024, 0061, 0081, 0083, 0086, 0087, 0089.			
Phys: 0090, 0093, 0100, 0150			

Humanities 12 credits

Commrc 0052: Public Speaking	GE 3	3	
LITERATURE: SELECT ONE	GE 2	3	
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)			
APPRECIATION: SELECT ONE	GE 1	3	
Commrc 0320			
Any 3 credit Fine Arts course			
Any 3 credit Music course except Music 0413			
Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841			
Theatre: 0811, 0812			
*Recommended for juniors/seniors			
HUMANITIES ELECTIVE	GE1,2,3 or 4	3	
Any course listed above or one of the following:			
Classics 0021			
Commrc 0030, 0083, 1138			
Engwrt 0050 / 0401, 0051, 0052, 0053, 0500			
Eng Lit 0085, 0345, 1032, 1630, 1830			
Foreign Language (any)			
Phil 0501, 1611			
Any foreign language literature course in the original or in translation			

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	S,W	3	
Ed Psy 0006: Introduction to Ed Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusions Strategies		2	
Ed Psy 0009: English Language Learners		1	

Social Science Distribution 27 credits

Anthropology 0800: Intro to Cultural Anthropology		3	
Economics 0115: Intro to Macroeconomic Theory		3	
Geography 0810: Earth and People	GE 3	3	
History 0120: Western Civilization 1	OR	3	
History 0130: Western Civilization 2			
History 0610: U.S. History to 1877	OR	3	
History 0620: U.S. History 1877 to Present	GE 4		
Sociology 0100: Introduction to Sociology	GE 6	3	
Sociology 0300: Social Research Methods		3	
Sociology 0221: Social Psychology	OR	3	
Psychology 0210: Social Psychology			
Economics, Geography, or History Elective		3	

Required Political Science 18 credits

Political Science 0206: American Pol. Process	GE 5	3	
Choose Three of the following:		9	
Poli Sci 0210: National Policymaking			
Poli Sci 0302: Comparative Politics			
Poli Sci 0310: Comparative Developing Systems			
Poli Sci 0501: World Politics			
Poli Sci 0601: Political Ideologies			
Political Science 1214: US Congress		3	
OR			
Political Science 1215: American Presidency			
Political Science 1700: Political Science Research (senior year)		3	

*Political Science Electives 12 credits

		3	
		3	
		3	
		3	

*At least two of these courses must be at the 1000 level.

UPPER-LEVEL COURSES

Students admitted to Upper-Level Program only

Required Methods 10 credits

Sec Ed 1100: General Methods	S	3	
Sec Ed 1161: Social Studies Methods	W	3	
Sec Ed 1162: Social Studies Education Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	W	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age		3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	(counts as two S)	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar		2	

Plan of Studies: Secondary Education: Social Studies Certification, Political Science Strand

1. Certification Minimum: 130-131 credits; 3.00 Cumulative GPA; 2.80 Core GPA.
2. Graduation Minimum: 130-131 credits; 2.80 Cumulative GPA; 2.80 Core GPA.
3. Courses that must be taken at UPJ: All courses in Upper-Level Program and FdsEd 0001
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy 0006, Ed Psy 0007, and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1161 and Sec Ed 1162
 - All required methods courses and I.T. courses are prerequisites for Student Teaching.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the Freshman year.
 - Two math courses must be taken prior to admission to upper-level program.
 - If selected as one math course, EdPsy 1121 should be taken in the spring term of the sophomore year.
 - Ed Psy 0006, EdPsy 0007, Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Soc 0300 is offered in the Fall Term.
 - Sec Ed 1100 is offered only in the Fall Term; Sec Ed 1161 and 1162 are offered only in the Spring Term.
 - Sec Ed 1195 must be taken with student teaching.

Typical Year-by-Year Schedule of Studies

FRESHMAN YEAR - 31 credits

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psychology 0200	3
Required Political Science	6
Social Sciences Distribution	9
English Literature Course	3
Math	3
University Scholarship	1

SOPHOMORE YEAR – 32-33 credits

Foundations of Education 0001	3
Educational Psychology 0006, 0007, & 0009	5
Psychology 0260 (Adolescent Development)	3
Required Political Science	3
Political Science Elective	3
Social Sciences Distribution	6
Humanities	6
Math	3-4

JUNIOR YEAR - 34 credits

Sec Ed 1100, 1161, 1162	7
Instructional Technology 1100	3
Required Political Science	6
Political Science Electives	6
Economics 0115	3
Social Sciences Distribution	6
Humanities	3

SENIOR YEAR - 33 credits

Sec Ed 1170	3
Political Science 1700	3
Political Science Elective	3
Social Sciences Distribution	3
Science Elective	3
Educational Psychology 0008	2
Student Teaching and Sec Ed 1195	16

**SECONDARY EDUCATION: SOCIAL STUDIES --114 CREDITS
GEOGRAPHY STRAND**

Post-Baccalaureate certification only (not candidate for BA Degree)

English Composition / English Literature 6 credits

Mathematics 6 credits

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Social Science Distribution 27 credits

Anthropology 0800: Intro to Cultural Anthropology	3	
Economics 0115: Intro to Macroeconomic Theory	3	
History 0120: Western Civilization 1 OR History 0130: Western Civilization 2	3	
History 0610: U.S. History to 1877 OR History 0620: U.S. History 1877 to Present	3	
Political Science 0206: American Pol. Process	3	
Sociology 0100: Introduction to Sociology	3	
Sociology 0300: Social Research Methods	3	
Sociology 0221: Social Psychology OR Psychology 0210: Social Psychology	3	
Economics, History, or Political Science Elective	3	

Required Geography 12 credits

Geography 0100: Economic Geography	3	
Geography 0210: Physical Geography	3	
Geography 0420: Introduction to Cartography	3	
Geography 0810: Earth and People	3	

***Geography Electives 18 credits**

<i>Urban/Economic/Population Geography: Choose One</i> Geography 0610: Urban Development Geography 1160: Population Geography Geography 1190: Geodemography Geography 1610: Urban Geography	3	
<i>Physical/Environmental Geography: Choose One</i> Geography 0110: World Resources Geography 1200: Environmental Geography Geography 1210: Climatology Geography 1220: Natural Hazards Geography 1230: Resource Management Geography 1240: Water Resources	3	
<i>Regional/Cultural Geography: Choose One</i> Geography 0310: Geography of the U.S. Geography 0320: Geography of Africa Geography 1130: Political Geography Geography 1170: Environmental Perception Geography 1300: Russia and Eurasian States	3	
Geography Elective	3	
Geography Elective	3	
Geography Elective	3	

***At least one of these courses must be at the 1000 level.**

UPPER LEVEL COURSES

Students admitted to upper level program only

Required Methods 10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1161: Social Studies Methods	3	
Sec Ed 1162: Social Studies Education Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	2	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 114 credits; 3.00 Cumulative QPA; 2.80 Core QPA.
- Courses that must be taken at UPJ: Fds Ed 0001 and all courses in upper level program

* Notes on course sequencing:

- * Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
- * Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
- * Ed Psy 0007 is a prerequisite for Ed Psy 0008.
- * Sec Ed 1100 (fall only) is a prerequisite for Sec Ed 1161 and Sec Ed 1162 (spring only)
- * Soc 0300 is offered in the fall term.
- * All required methods courses and the I.T. course are prerequisites for Student Teaching.
- * Both an English composition and an English literature course must be taken prior to advancement to upper level.
- * Two mathematics courses must be taken prior to advancement to upper level.

SECONDARY EDUCATION: SOCIAL STUDIES --114 CREDITS
HISTORY STRAND
Post-Baccalaureate certification only (not candidate for BA Degree)

English Composition / English Literature 6 credits

English Composition course	3	
English Literature course	3	

Mathematics 6 credits

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Social Science Distribution 27 credits

Anthropology 0800: Intro to Cultural Anthropology	3	
Economics 0115: Intro to Macroeconomic Theory	3	
Geography 0810: Earth and People	3	
Political Science 0206: American Pol. Process	3	
Sociology 0100: Introduction to Sociology	3	
Sociology 0300: Social Research Methods	3	
Geography Elective	3	
Sociology 0221: Social Psychology OR	3	
Psychology 0210: Social Psychology		
Economics, Geography or Political Science Elective	3	

Required History 18 credits

History 0120: Western Civilization I	3	
History 01320: Western Civilization II	3	
History 0424: Classical East Asia	3	
OR		
History 0425: Modern East Asia		
History 0610: American History to 1877	3	
History 0620: American History 1877 - Present	3	
History 1002: Writing Seminar for Majors	3	

History Electives 12 credits

American History (1000 or above)	3	
European History (1000 or above)	3	
Non-western History (1000 or above)	3	
History Elective (1000 or above)	3	

UPPER-LEVEL COURSES

Students admitted to Upper-Level Program only

Required Methods 10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1161: Social Studies Methods	3	
Sec Ed 1162: Social Studies Education Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 4 credits

IT 1101: Education for an Information Age	2	
IT 1161: I.T. in Social Studies Education	2	

Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 114 credits; 3.00 Cumulative QPA; 2.80 Core QPA.
- Courses that must be taken at UPJ: Fds Ed 0001 and all courses in upper level program

* Notes on course sequencing:

- * Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
- * Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
- * Ed Psy 0007 is a prerequisite for Ed Psy 0008.
- * Sec Ed 1100 (fall only) is a prerequisite for Sec Ed 1161 and Sec Ed 1162 (spring only)
- * Soc 0300 is offered in the fall term.
- * All required methods courses and the I.T. course are prerequisites for Student Teaching.
- * Both an English composition and an English literature course must be taken prior to advancement to upper level.
- * Two mathematics courses must be taken prior to advancement to upper level.

SECONDARY EDUCATION: SOCIAL STUDIES --114 CREDITS
POLITICAL SCIENCE STRAND
Post-Baccalaureate certification only (not candidate for BA Degree)

English Composition / English Literature **6 credits**

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Mathematics **6 credits**

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Psychology **6 credits**

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education **10 credits**

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Social Science Distribution **27 credits**

Anthropology 0800: Intro to Cultural Anthropology	3	
Economics 0115: Intro to Macroeconomic Theory	3	
Geography 0810: Earth and People	3	
History 0120: Western Civilization 1 OR History 0130: Western Civilization 2	3	
History 0610: U.S. History to 1877 OR History 0620: U.S. History 1877 to Present	3	
Sociology 0100: Introduction to Sociology	3	
Sociology 0300: Social Research Methods	3	
Sociology 0221: Social Psychology OR Psychology 0210: Social Psychology	3	
Economics, Geography, or History Elective	3	

Required Political Science **18 credits**

Political Science 0206: American Pol. Process	3	
Choose <u>Three</u> of the following: Poli Sci 0210: National Policymaking Poli Sci 0302: Comparative Politics Poli Sci 0310: Comparative Developing Systems Poli Sci 0501: World Politics Poli Sci 0601: Political Ideologies	9	
Political Science 1214: US Congress OR Political Science 1215: American Presidency	3	
Political Science 1700: Political Science Research (senior year)	3	

***Political Science Electives** **12 credits**

	3	
	3	
	3	
	3	

***At least two of these courses must be at the 1000 level.**

UPPER-LEVEL COURSES

Students admitted to Upper-Level Program only

Required Methods **10 credits**

Sec Ed 1100: General Methods	3	
Sec Ed 1161: Social Studies Methods	3	
Sec Ed 1162: Social Studies Education Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology **3 credits**

IT 1100: Education for an Information Age	3	
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Student Teaching **16 credits**

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- * Certification Minimum: 114 credits; 3.00 Cumulative QPA; 2.80 Core QPA.
- * Courses that must be taken at UPJ: Fds Ed 0001 and all courses in upper level program
- * Notes on course sequencing:
 - * Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - * Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - * Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - * Sec Ed 1100 (fall only) is a prerequisite for Sec Ed 1161 and Sec Ed 1162 (spring only)
 - * Soc 0300 is offered in the fall term.
 - * All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - * Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - * Two mathematics courses must be taken prior to advancement to upper level.

SECONDARY EDUCATION: ENGLISH

Successful education majors are informed students. All Secondary Education majors should read the entire first section of the *Student Handbook* (pp. 4-42) as well as the *Programs of Study: An Overview to All Programs* section (pp. 43-46). During their first term at UPJ, students will meet with their academic advisors where they should gain a clear understanding of the structure and sequencing of the Secondary Education program. *Programs of Study* for students enrolled in the BA program, and students enrolled in the certification only program follow as indicated below. Each *Program of Study* includes information on course sequencing and students should review those sections carefully before enrolling in courses each term.

- B.A. Secondary English Education Program, pp. 64-65
- Post-Baccalaureate Certification Only Program, p. 66

SECONDARY EDUCATION: ENGLISH—127 CREDITS*GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning***University Orientation 1 credit**

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Comp II	3	

Natural Sciences 15 credits

Psy 0200: Introduction to Psychology	GE3	3	
Psy 0260: Adolescent Development	GE 4	3	
MATHEMATICS: SELECT ONE		3	
Ed Psy 1121, Math 0002, 0071, 0080	Q		
MATH ELECTIVE: SELECT ONE	GE 2	3	
0002, 0004, 0071, 0080, 0081, 0121, 0212, 0221			
SCIENCE ELECTIVE: SELECT ONE	GE 1	3	
Biol: 0080, 0083, 0085, 0110			
Chem: 0080, 0085, 0111			
Geol: 0011, 0012, 0015, 0024, 0061, 0081, 0083, 0086, 0087, 0089			
Phys: 0090, 0093, 0100, 010			

Social Sciences 12 credits

Geography 0810: Earth & People	GE 3	3	
History 0610 or 0620: American History	GE 4	3	
SOCIAL SCIENCE ELECTIVE	GE 1,2, 5, or 6	3	
<i>Select any ONE course from any one of the following disciplines:</i>			
Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630, 1720			
Economics 0080, 0105, 0115			
EnvStud 0100			
Political Science 0206, 0302, 0310, 0501			
Sociology 0070, 0100			
SOCIAL SCIENCE ELECTIVE	GE 1,2,3, 4, 5, or 6	3	
Any course listed above or one of the following:			
Geography 0100, 0210, 0310, 0320, 0610			
History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620			

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education S,W		3	
Ed Psy 0006: Introduction to Educ. Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusion Strategies		2	
Ed Psy 0009: English Language Learners		1	

Required Humanities 6 credits

*Commrc 0052: Public Speaking	S	3	
Theatre 0053: Oral Interpretation of Lit	GE 1	3	

Not recommended for Freshmen*Required Literature 30 credits**

*Eng Lit 0055: Survey of English Literature I	GE 4	3	
*Eng Lit 0056: Survey of English Literature II		3	
Select one of the following courses:		3	
Eng Lit 0085: Intro to Humanities			
Eng Lit 0361: Women and Literature			
Eng Lit 1381: World Literature in English			
Eng Lit 0574: American Literary Traditions I		3	
*Eng Lit 0581: Introduction to Shakespeare	GE 2	3	
Eng Lit 0575: American Literary Traditions II OR		3	
Eng Lit 1252: 20th Century American Lit.			
*Eng Lit 1021: Literary Criticism		3	
*Eng Lit 1553: History of the English Language		3	
*Eng Lit 1647: Literature for Adolescents		3	
*Eng Lit 1912: Senior Seminar (fall term only)		3	

Not recommended for Freshmen*Literature Electives***See Advisor: Choose nine credits from genre, period, or foreign literatures***9 credits**

		3	
		3	
		3	

Writing Requirements**9 credits**

Eng Wrt 1130: Grammar Review		3	
Select any two of the following courses. At least one must be a W (primary writing) course.	GE 3	6	
EngWrt0050/0401: Introduction to Creative Writing	W		
EngWrt 0053: Intro to Professional Writing	W		
EngWrt 0500: Creative Nonfiction Writing	W		
EngWrt 0521: Introduction to Fiction Writing			
EngWrt 0531: Introduction to Poetry Writing			
EngWrt 0541: Playwriting			
EngWrt 1192: Technical Writing			
Journalism 1132: Reporting I			
Journalism 1133: Magazine Writing	W		
Journalism 1134: Feature Writing	W		
Journalism 1135: Editorial Writing	W		

UPPER-LEVEL COURSES*Students admitted to Upper-Level Program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	S	3	
Sec Ed 1145: English Methods		3	
Sec Ed 1146: English Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	W	3	

Instructional Technology**3 credits**

IT 1100: Education for an Information Age		3	
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Student Teaching**16 credits**

Sec Ed 1191: Student Teaching	(counts as two S)	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar		2	

Plan of Studies: Secondary Education: English

6. Certification Minimum: 127 credits; 3.00 Cumulative GPA; 2.80 Core GPA.
 7. Graduation Minimum: 127 credits; 2.80 Cumulative GPA; 2.80 Core GPA.
 8. Courses that must be taken at UPJ: All courses in Upper-Level Program and Fds Ed 0001
 9. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy courses and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1145 and Sec Ed 1146
 - All required methods courses and I.T. courses are prerequisites for Student Teaching.
5. Notes on *suggested course sequencing* follow:
- Psy 0200 should be taken during the Freshman year.
 - Two math courses must be taken prior to admission to upper-level program.
 - If selected as one math course, EdPsy 1121 should be taken in the spring term of the sophomore year.
 - Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Theatre 0053 and Eng Lit 1553 are offered every other year in the fall term.
 - Sec Ed 1100 is offered only in the Fall Term; Sec Ed 1145 and 1146 are offered only in the Spring Term
 - Sec Ed 1195 must be taken with student teaching.

Typical Year-by-Year Schedule of Studies

FRESHMAN YEAR - 32 credits		SOPHOMORE YEAR - 33 credits	
Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6	Foundations of Education 0001	3
Psychology 0200	3	Educational Psychology 0008 & 0009	3
Educational Psychology 0006 & 0007	4	Psychology 0260 (Adolescent Development)	3
Required Literature	9	Commrc 0052	3
Social Sciences	6	Required Literature	9
Math	3	English Writing 1130	3
University Scholarship	1	Theatre 0053 or EngLit 1153 (fall)	3
		Social Science	3
		Math	3
JUNIOR YEAR - 31 credits		SENIOR YEAR - 31 credits	
Sec Ed 1100, 1145, 1146	7	Sec Ed 1170	3
Instructional Technology 1100	3	Literature Elective	3
Required Literature	6	Social Science	3
Theatre 0053 or EngLit 1153 (fall)	3	English Literature 1912	3
Literature Electives	6	Writing Requirement	3
Writing Requirement	3	Student Teaching and Sec Ed 1195	16
Science Elective	3		

SECONDARY EDUCATION: ENGLISH – 105 CREDITS
Post-Baccalaureate certification only (not candidate for BA Degree)

Mathematics **6 credits**

Psychology **6 credits**

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education **10 credits**

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Humanities **6 credits**

Commrc 0052: Public Speaking	3	
Theatre 0053: Oral Interpretation of Lit	3	

Required Literature **30 credits**

Eng Lit 0055: Survey of English Literature I	3	
Eng Lit 0056: Survey of English Literature II	3	
Select one of the following courses:	3	
Eng Lit 0085: Intro to Humanities		
Eng Lit 0361: Women and Literature		
Eng Lit 1381: World Literature in English		
Eng Lit 0574: American Literary Traditions I	3	
Eng Lit 0581: Introduction to Shakespeare	3	
Eng Lit 0575: American Literary Traditions II	3	
OR		
Eng Lit 1252: 20th Century American Lit.		
EngLit 1021: Literary Criticism	3	
EngLit 1553: History of the English Language	3	
EngLit 1647: Literature for Adolescents	3	
Eng Lit 1912: Senior Seminar (fall term only)	3	

Literature Electives

See Advisor: Choose nine credits from genre, period, or foreign literatures

9 credits

	3	
	3	
	3	

Writing Requirements

9 credits

Eng Wrt 1130: Grammar Review	3	
Select any two of the following courses. At least one must be a W (primary writing) course.	6	
EngWrt0050/0401: Introduction to Creative Writing	W	
EngWrt 0053: Intro to Professional Writing	W	
EngWrt 0500: Creative Nonfiction Writing	W	
EngWrt 0521: Introduction to Fiction Writing		
EngWrt 0531: Introduction to Poetry Writing		
EngWrt 0541: Playwriting		
EngWrt 1192: Technical Writing		
Journalism 1132: Reporting I		
Journalism 1133: Magazine Writing	W	
Journalism 1134: Feature Writing	W	
Journalism 1135: Editorial Writing	W	

UPPER LEVEL COURSES

Students admitted to Upper Level Program only

Required Methods

10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1145: English Methods	3	
Sec Ed 1146: English Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology

3credits

IT 1100: Education for an Information Age	3	
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Student Teaching

16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 105 credits; 3.00 Cumulative QPA; 2.80 Core QPA.
- Courses that must be taken at UPJ: Fds Ed 0001 and all courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses and Psy 0260.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008/
 - Sec Ed 1100 (fall term only) is a prerequisite for Sec Ed 1145 and Sec Ed 1146 (spring term only)
 - Theatre 0053 and Eng Lit 1553 are offered every other year in the fall term.
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Two mathematics courses must be taken prior to advancement to upper level.

SECONDARY EDUCATION: MATHEMATICS

Successful education majors are informed students. All Secondary Education majors should read the entire first section of the *Student Handbook* (pp. 4-42) as well as the *Programs of Study: An Overview to All Programs* section (pp. 43-46). During their first term at UPJ, students will meet with their academic advisors where they should gain a clear understanding of the structure and sequencing of the Secondary Education program. *Programs of Study* for students enrolled in the BS program, and students enrolled in the certification only program follow as indicated below. Each *Program of Study* includes information on course sequencing and students should review those sections carefully before enrolling in courses each term.

- B.S. Secondary Mathematics Education Program, pp. 68-69
- Post-Baccalaureate Certification Only Program Certification Only Program, p. 70

SECONDARY EDUCATION: MATHEMATICS—131-132 CREDITS

GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning

University Orientation	1 credit
CAS 0001: University Scholarship	1

English Composition	6 credits
Eng Comp 0005 or 0002 (freshman seminar)	3
Eng Comp 0006: Composition II	3

Natural Sciences	10-11 credits
Psy 0200: Introduction to Psychology <i>GE 3</i>	3
Psy 0260: Adolescent Development <i>GE 4</i>	3
Science: Select one of the following: <i>GE 1</i>	
Biol 0110 & 0111: General Biology I (& lab)	4
Chem 0111 & 0113: Gen Chem I & lab	5
Geol 0015 : Physical Geology	4
Physics 0150 & 0151: Physics I & lab	5

Humanities	12 credits
Commrc 0052: Public Speaking OR Math 1019 <i>GE 3</i>	3
LITERATURE: SELECT ONE <i>GE 2</i>	3
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)	
APPRECIATION: SELECT ONE <i>GE 1</i>	3
Commrc 0320	
Any 3 credit Fine Arts course	
Any 3 credit Music course except Music 0413	
Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841	
Theatre: 0811, 0812	
*Recommended for juniors/seniors	
HUMANITIES ELECTIVE <i>GE1,2,3 or 4</i>	3
Any course listed above or one of the following:	
Classics 0021	
Commrc 0030, 0083, 1138	
Engwrt 0050/ 0401, 0051, 0052, 0053, 0500	
Eng Lit 0085, 0345, 1032, 1630, 1830	
Foreign Language (any)	
Phil 0501,1611	
Any foreign language literature courses in the original or in translation	

Social Sciences	12 credits
Geography 0810: Earth & People <i>GE 3</i>	3
History 0610 or 0620: American History <i>GE 4</i>	3
SOCIAL SCIENCE ELECTIVE <i>GE 1,2,5, or 6</i>	3
Select any ONE course from any one of the following disciplines:	
Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630,1720	
Economics 0080, 0105, 0115	
EnvStud 0100	
Political Science 0206, 0302, 0310, 0501	
Sociology 0070, 0100	
SOCIAL SCIENCE ELECTIVE <i>GE 1,2,5, or 6</i>	3
Any course listed above or one of the following:	
Geography 0100, 0210, 0310,0320, 0610	
History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620	

Pre-Education	10 credits
Fds Ed 0001: History/Philosophy of Education <i>S,W</i>	3
Ed Psy 0006: Introduction to Ed Psychology	3
Ed Psy 0007: Students with Special Needs	1
Ed Psy 0008: Inclusion Strategies	2
Ed Psy 0009: English Language Learners	1

Required Mathematics	41 credits
Math 0004: PreCalculus & Trigonometry	4
Math 0080: Fundamentals of Modern Math	3
Math 0221: Analytical Geometry & Calculus I <i>GE 2</i>	4
Math 0231: Analytical Geometry & Calculus II	4
Math 0241: Analytical Geometry & Calculus III	4
Math 0401: Discrete Mathematical Structures <i>Q</i>	3
Math 1012: Introduction to Theoretical Math	3
Math 1117: History of Mathematics	3
Math 1125: Abstract Algebra	3
Math 1153: Introduction to Probability & Statistics I	3
Math 1155: Introduction to Statistical Inference	1
Math 1181: Linear Algebra I	3
Math 1291: Topics in Geometry	3

Required Computer Science	7 credits
CS 0100: Perspectives in Computer Science	3
CS 0015: Intro to Computer Programming	3
CS 0016: Intro to Computer Programming Lab	1
or	
CS 0411: Intro to Comp Science Programming	3
CS 0410: Intro to Comp Science Prog Lab	1

Math/ CS Elective (Upper-Level course)	3 credits
	3

UPPER-LEVEL COURSES
Students admitted to Upper-Level Program only

Required Methods	10 credits
Sec Ed 1100: General Methods <i>S</i>	3
Sec Ed 1170: Content Reading <i>W</i>	3
Sec Ed 1171: Mathematics Teaching Methods <i>W</i>	3
Sec Ed 1172: Math Pre-Student Teaching Practicum	1

Instructional Technology	3 credits
IT 1100: Education for an Information Age with lab	1
IT 1171: I.T. in Math Education	1
IT 1172: Calculators in Math Instruction	1

Student Teaching	16 credits
Sec Ed 1191: Student Teaching (<i>counts as two S</i>)	14
Sec Ed 1195: Sec Ed Student Teaching Seminar	2

Plan of Studies: Secondary Education: Mathematics Certification

1. Certification Minimum: 131-132 credits; 3.00 Cumulative GPA; 2.60 Core GPA.
2. Graduation Minimum: 131-132 credits; 2.80 Cumulative GPA; 2.60 Core GPA.
3. Courses that must be taken at UPJ: Fds Ed 0001, Math 1012, Math 1155, and all courses in Upper-Level Program.
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy courses and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1171.
 - I.T. 1100 is a prerequisite for I.T. 1171.
 - All required methods courses and I.T. courses are prerequisites for Student Teaching.
 - CS 0015 and 0016 or CS 0411 and 0410 are co-requisites.
 - Sec Ed 1171 and 1172 are co-requisites.
 - Math 0221 is a prerequisite for Math 0231 and 1012.
 - Math 0231 is a prerequisite for Math 0241.
 - Math 0241 is a prerequisite for Math 1153 and 1181.
 - Math 1153 is a prerequisite for Math 1155.
 - Math 0401 is a prerequisite for Math 1012.
 - Math 1012 is a prerequisite for Math 1117, 1125, and 1291.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the freshman year.
 - Ed Psy 0006, EdPsy 0007, Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Sec Ed 1100 is offered only in the Fall Term; Sec Ed 1171 and 1172 are offered only in the Spring Term.
 - I.T. 1100 is offered in the Fall Term; I.T. 1171 and 1172 are offered only in the Spring Term.
 - Sec Ed 1195 must be taken with student teaching.
 - The following Math courses typically are offered in the Fall Term only: Math 1117 and Math 1153.
 - The following Math and CS courses typically are offered in the Spring Term only: CS 0410 & 0411, Math 1012, Math 1125, Math 1155, Math 1181, and Math 1291.

Typical Year-by-Year Schedule of Studies

FRESHMAN YEAR - 34-35 credits

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psychology 0200	3
Math 0004 or 0080, and 0401, 0221, 0231	14-15
CS 0100, 0015/0016 or 0410/0411	7
Social Sciences Elective	3
University Scholarship	1

SOPHOMORE YEAR – 32-33 credits

Foundations of Education 0001	3
Educational Psychology 0006 & 0007	4
Psychology 0260	3
Math 0004 or 0080, and 0241, 1012, 1181	13-14
English Literature	3
Humanities/Social Sciences Elective	6

JUNIOR YEAR - 32 credits

Sec Ed 1100, 1171, and 1172	7
Instructional Technology 1100, 1171, and 1172	3
Math 1117, 1153, 1155 and 1291	10
Communications 0052 or Math 1019	3
Humanities/Social Sciences Elective	6
Educational Psychology 0008 & 0009	3

SENIOR YEAR – 32-33 credits

Sec Ed 1170	3
Math/CS Elective	3
Math 1125	3
Science & Lab Elective	4-5
Humanities/Social Sciences	3
Student Teaching and Sec Ed 1195 Seminar	16

SECONDARY EDUCATION: MATHEMATICS— 105 CREDITS*Post-Baccalaureate certification only (not candidate for BS Degree)***English Composition / English Literature 6 credits**

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Mathematics 41 credits

Math 0004: PreCalculus & Trigonometry	4	
Math 0080: Fundamentals of Modern Math	3	
Math 0221: Analytical Geometry & Calculus I	4	
Math 0231: Analytical Geometry & Calculus II	4	
Math 0241: Analytical Geometry & Calculus III	4	
Math 0401: Discrete Mathematical Structures	3	
Math 1012: Introduction to Theoretical Math	3	
Math 1117: History of Mathematics	3	
Math 1125: Abstract Algebra	3	
Math 1153: Intro to Probability & Statistics I	3	
Math 1155: Intro to Statistical Inference	1	
Math 1181: Linear Algebra I	3	
Math 1291: Topics in Geometry	3	

Required Computer Science 7 credits

CS 0100: Perspectives in Computer Science	3	
CS 0015: Intro to Computer Programming	3	
CS 0016: Intro to Computer Programming Lab	1	
or		
CS 0411: Intro to Comp Science Programming	3	
CS 0410: Intro to Comp Science Prog Lab	1	

Math/ CS Elective (Upper-Level course) 3 credits

	3	
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Public Speaking 3 credits

Commrc 0052: Public Speaking OR Math 1019	3	
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UPPER LEVEL COURSES*Students admitted to upper level program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	3	
Sec Ed 1170: Content Reading	3	
Sec Ed 1171: Mathematics Teaching Methods	3	
Sec Ed 1172: Math Pre-Student Teaching Practicum	1	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	1	
IT 1171: I.T. in Math Education	1	
IT 1172: Calculators in Math Instruction	1	

Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 105 credits; 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: Fds Ed 0001, Math 1012, Math 1155, and all courses in upper level program.
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (Fall Term Only) is a prerequisite for Sec Ed 1171 and Sec Ed 1172 (Spring Term Only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - CS 0015 and 0016 or CS 0411 and 0410 are co-requisites.
 - Sec Ed 1171 and 1172 are co-requisites.
 - Math 0221 is a prerequisite for Math 0231 and 1012.
 - Math 0231 is a prerequisite for Math 0241.
 - Math 0241 is a prerequisite for Math 1153 and 1181.
 - Math 1153 is a prerequisite for Math 1155.
 - Math 0401 is a prerequisite for Math 1012.
 - Math 1012 is a prerequisite for Math 1117, 1125, and 1291.
 - Math 1117 and Math 1153 typically are offered in the Fall Term only.
 - CS 0410 & 0411, Math 1012, Math 1125, Math 1155, Math 1181, and Math 1291 typically are offered in the spring term only.

SECONDARY EDUCATION: THE NATURAL SCIENCES

Successful education majors are informed students. All Secondary Education majors should read the entire first section of the *Student Handbook* (pp. 4-42) as well as the *Programs of Study: An Overview to All Programs* section (pp. 43-46). During their first term at UPJ, students will meet with their academic advisors where they should gain a clear understanding of the structure and sequencing of the Secondary Education program. *Programs of Study* for students enrolled in the BS program, and students enrolled in the certification only program follow as indicated below. Each *Program of Study* includes information on course sequencing and students should review those sections carefully before enrolling in courses each term.

Students may choose among three natural science certification programs: *Biology, Chemistry, and Earth and Space Sciences*. These programs are designed to be completed in a four-year period. Students may also add certification in *General Science*, although it may entail more than a four-year period to complete this program along with one of the primary programs.

B.S. Programs

- Biology, pp. 72-73
- Chemistry, pp. 74-75
- Earth and Space Sciences, pp. 76-77
- General Science, 78-80

Post-Baccalaureate Certification Only Program

- Biology, p. 81
- Chemistry, p. 82
- Earth and Space Sciences, p. 83
- General Science, p. 84-86.

SECONDARY EDUCATION: BIOLOGY---128-130 CREDITS*GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning***University Orientation 1 credit**

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Humanities 12 credits

CommrcC 0052: Public Speaking	<i>GE 3</i>	3	
LITERATURE: SELECT ONE	<i>GE 2</i>	3	
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)			
APPRECIATION: SELECT ONE	<i>GE 1</i>	3	
Commrc 0320 Any 3 credit Fine Arts course Any 3 credit Music course except Music 0413 Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841 Theatre: 0811, 0812 *Recommended for juniors/seniors			
HUMANITIES ELECTIVE	<i>GE1,2,3 or 4</i>	3	
Any course listed above or one of the following: Classics 0021 Commrc 0030, 0083, 1138 Engwrt 0050/0401, 0051, 0052, 0053, 0500 Eng Lit 0085, 0345, 1032, 1630, 1830 Foreign Language (any) Phil 0501, 1611 Any foreign language literature courses in the original or in translation			

Social Sciences 12 credits

Geography 0810: Earth & People	<i>GE 3</i>	3	
History 0610 or 0620: American History	<i>GE 4</i>	3	
SOCIAL SCIENCE ELECTIVE	<i>GE 1,2, 5, or 6</i>	3	
<i>Select any ONE course from any one of the following disciplines:</i> Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630, 1720 Economics 0080, 0105, 0115 EnvStud 0100 Political Science 0206, 0302, 0310, 0501 Sociology 0070, 0100			
SOCIAL SCIENCE ELECTIVE	<i>GE 1,2, 5, or 6</i>	3	
Any course listed above or one of the following: Geography 0100, 0210, 0310, 0320, 0610 History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620			

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	<i>S, W</i>	3	
Ed Psy 0006: Introduction to Ed Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusion Strategies		2	
Ed Psy 0009: English Language Learners		1	

Required Biology 24 credits

Biology 0110: General Biology I		3	
Biology 0111: General Biology I <i>Lab</i>		1	
Biology 0120: General Biology II		3	
Biology 0121: General Biology II <i>Lab</i>		1	
Biology 1515: General Ecology		3	
Biology 1615: General Ecology <i>Lab</i>		1	
Biology 0350: Genetics		4	
Biology 0950: Anatomy & Physiology I <i>with Lab</i>		4	
Biology 0960: Anatomy & Physiology II <i>with Lab</i>		4	

Required Molecular Biology Elective 3-4 credits

Choose one of these Biology course options: 0360 & 0361; 1137

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Required Sciences 18 credits

Nat Sci 0080: Integrated Sciences		3	
Chemistry 0111: General Chemistry I		4	
Chemistry 0113: General Chemistry I <i>Lab</i>		1	
Chemistry 0112: General Chemistry II		4	
Chemistry 0114: General Chemistry II <i>Lab</i>		1	
Chemistry 0230: Fundamentals of Organic Chem		4	
Chemistry 0235: Fundamentals of Organic Chem <i>Lab</i>		1	

Required Math (Q exemption through placement exam or Math 0002)**Choose two:** Math 0004, 0221, 0231, 0212 or EDPSY 1121 **7- 8 credits**

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UPPER-LEVEL COURSES*Students admitted to Upper-Level Program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	<i>S</i>	3	
Sec Ed 1165: Science Methods	<i>W</i>	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	<i>W</i>	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age		3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	<i>(counts as two S)</i>	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar		2	

Plan of Studies: Secondary Education: Biology Certification

1. Certification Minimum: 128-130 credits; 3.00 Cumulative GPA; 2.60 Core GPA.
2. Graduation Minimum: 128-130 credits; 2.80 Cumulative GPA; 2.60 Core GPA.
3. Courses that must be taken at UPJ: All courses in Upper-Level Program and Fds Ed 0001
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy 0006, Ed Psy 0007, and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1165 and Sec Ed 1166
 - I.T. 1100 has a co-requisite lab.
 - All required methods courses and I.T. courses are prerequisites for Student Teaching.
 - Biology 0120 is a prerequisite for all Upper Level Biology courses.
 - Biology 0350 is a prerequisite for Biology 1137.
 - Chemistry 0112 is a prerequisite for Chemistry 0230.
 - Math 0004 is a prerequisite for Math 1112.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the Freshman year.
 - Ed Psy 0006, EdPsy 0007, Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Sec Ed 1100 is offered only in the Fall Term.
 - Sec Ed 1165 and 1166 are offered only in the Spring Term and are co-requisites.
 - IT 1100 is offered in the Fall Term and has a co-requisite lab.
 - Sec Ed 1195 must be taken with student teaching (SCED 1191).
 - Biology 1515/1615 is offered in the Fall Term.
 - Biology 1170/1270 is offered every other year.
 - Mathematics 1112 is offered in the Spring Term.
 - Chemistry 0230/0235 is offered in the Spring Term every other year.
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Typical Year-by-Year Schedule of Studies

FRESHMAN YEAR – 29-30 credits

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psychology 0200	3
Biology 0110, 0111, 0120, & 0121	8
Chemistry 0111 & 0113	5
Math 0004, 0221, 0231, or 0212 (spring only)	3-4
University Scholarship	1
Integrated Sciences	3

SOPHOMORE YEAR – 32-33 credits

Foundations of Education 0001	3
Educational Psychology 0006, 0007, 0008	6
Psychology 0260	3
Biology 1515 & 1615	4
Chem 0112 & 0114	5
Chem 0230 & 0235	5
English Literature Course	3
Math	3-4

JUNIOR YEAR – 35 credits

Sec Ed 1100, 1165, 1166	7
Instructional Technology 1100	3
Biology 0350 & 0950 with lab & 0960 with lab	12
Gen Ed and Required Sciences	9
Educational Psychology 0009	1
Public Speaking	3

SENIOR YEAR – 31-32 credits

Sec Ed 1170	3
Molecular Biology Elective	3-4
Gen Education courses	9
Student Teaching and Sec Ed 1195	16

SECONDARY EDUCATION: CHEMISTRY---129 CREDITS*GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning***University Orientation 1 credit**

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Humanities 12 credits

Commrc 0052: Public Speaking	<i>GE 3</i>	3	
LITERATURE: SELECT ONE	<i>GE 2</i>	3	
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)			
APPRECIATION: SELECT ONE	<i>GE 1</i>	3	
Commrc 0320 Any 3 credit Fine Arts course Any 3 credit Music course except Music 0413 Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841 Theatre: 0811, 0812 *Recommended for juniors/seniors			
HUMANITIES ELECTIVE	<i>GE 1,2,3 or 4</i>	3	
Any course listed above or one of the following: Classics 0021 Commrc 0030, 0083, 1138 Engwrt 0050/ 0401, 0051, 0052, 0053, 0500 Eng Lit 0085, 0345, 1032, 1630, 1830 Foreign Language (any) Phil 0501, 1611 Any foreign language literature courses in the original or in translation			

Social Sciences 12 credits

Geography 0810: Earth & People	<i>GE 3</i>	3	
History 0610 or 0620: American History	<i>GE 4</i>	3	
SOCIAL SCIENCE ELECTIVE	<i>GE 1,2, 5,or 6</i>	3	
<i>Select any ONE course from any one of the following disciplines:</i> Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630, 1720 Economics 0080, 0105, 0115 EnvStud 0100 Political Science 0206, 0302, 0310, 0501 Sociology 0070, 0100			
SOCIAL SCIENCE ELECTIVE	<i>GE 1,2, 5,or 6</i>	3	
Any course listed above or one of the following: Geography 0100, 0210, 0310,0320, 0610 History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620			

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	<i>S,W</i>	3	
Ed Psy 0006: Introduction to Ed Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusion Strategies		2	
EdPsy 0009: English Language Learners		1	

Required Chemistry 32 credits

Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Chemistry 0231: Organic Chemistry I	4	
Chemistry 0233: Organic Chemistry I <i>Lab</i>	1	
Chemistry 0232: Organic Chemistry II	4	
Chemistry 0234: Organic Chemistry II <i>Lab</i>	1	
Chemistry 0325: Analytical Chemistry <i>with Lab</i>	4	
Chemistry 1131: Inorganic Chemistry	3	
Chemistry 1132: Inorganic Chemistry <i>Lab</i>	1	
Chemistry 1327: Instrumental Analysis <i>with Lab</i>	4	

Required Sciences 13 credits

Nat Sci 0080: Integrated Sciences	3	
Physics 0100: Physics I	3	
Physics 0130: Physics I <i>Lab</i>	2	
Physics 0200: Physics II	3	
Physics 0230: Physics II <i>Lab</i>	2	

Required Math (Q exemption through placement exam or Math 0002)**8 credits**

Math 0221: Analytical Geometry & Calculus I	4	
Math 0231: Analytical Geometry & Calculus II	4	

UPPER-LEVEL COURSES*Students admitted to Upper-Level Program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	<i>S</i>	3	
Sec Ed 1165: Science Methods	<i>W</i>	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	<i>W</i>	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching (<i>counts for two S</i>)	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

Plan of Studies: Secondary Education: Chemistry Certification

1. Certification Minimum: 129 credits; 3.00 Cumulative GPA; 2.60 Core GPA.
2. Graduation Minimum: 129 credits; 2.80 Cumulative GPA; 2.60 Core GPA.
3. Courses that must be taken at UPJ: All courses in Upper-Level Program and Fds Ed 0001
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for Ed Psy courses and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1165 and Sec Ed 1166.
 - Sec Ed 1165 and Sec Ed 1166 must be taken together.
 - I.T. 1100 has a co-requisite lab.
 - All required methods courses and I.T. courses are prerequisites for Student Teaching.
 - Passing the Chemistry placement exam or taking Chem 0105 is a prerequisite for Chem 0111.
 - Chemistry 0112 is a prerequisite for Chemistry 0231, 0233, and 0325.
 - Physics 0200/0230 and Math 0231 are prerequisites for Chemistry 0325.
 - Chemistry 0231 is a prerequisite for Chemistry 0232.
 - Chemistry 0232 is a prerequisite for Chemistry 1131 and 1132.
 - Chemistry 0325 is a prerequisite for Chemistry 1327.
 - Students must obtain a Special Permission Waiver from the Chemistry Department in order to take Chem 1131/1132 without the prerequisites or co-requisites required for the course as determined by the Chemistry Department. The student's performance in Chem 0325 will be critical in determining whether the request for a waiver is approved.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the Freshman year
 - Ed Psy 0006, EdPsy 0007, Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Sec Ed 1100 is offered only in the Fall Term.
 - Sec Ed 1165 and 1166 are offered only in the Spring Term and are co-requisites.
 - IT 1100 is offered in the Fall Term and has a co-requisite lab.
 - Sec Ed 1195 must be taken with student teaching (SCED 1191).
 - Chemistry 0325 is offered in the Fall Term and should be taken in the junior year.
 - Chemistry 1131/1132 and 1327 are offered in the Spring Term

Typical Year-by-Year Schedule of Studies

FRESHMAN YEAR – 34 credits

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psych 0200	3
Chem 0111, 0113, 0112, & 0114	10
Integrated Sciences	3
Math 0221 and Math 0231	8
University Scholarship	1
Communications 0052	3

JUNIOR YEAR - 33 credits

Sec Ed 1100, 1165, 1166	7
Instructional Technology 1100	3
Chemistry 0325 (<i>with Lab</i>)	4
Chem 1131/1132	4
Chem 1327 (<i>with Lab</i>)	4
General Education	6
Psychology 0260	3
Educational Psychology 0008	2

SOPHOMORE YEAR – 31 credits

Foundations of Education 0001	3
Educational Psychology 0006, 0007, & 0009	5
English Literature Course	3
Chemistry 0231, 0233, 0232 & 0234	10
Physics 0100, 0130, 0200, 0230	10

SENIOR YEAR - 32 credits

Sec Ed 1170	3
General Education	12
Student Teaching and Sec Ed 1195	16

76 **SECONDARY EDUCATION: EARTH AND SPACE SCIENCE---127-130 CREDITS**
GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning

University Orientation		1 credit
CAS 0001: University Scholarship	1	

English Composition		6 credits
Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Psychology		6 credits
Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Humanities		12 credits
CommrcC 0052: Public Speaking	GE 3	3
LITERATURE: SELECT ONE	GE 2	3
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)		
APPRECIATION: SELECT ONE	GE 1	3
Commrc 0320 Any Fine Arts course Any 3 credit Music course except Music 0413 Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841 Theatre: 0811, 0812 *Recommended for juniors/seniors		
HUMANITIES ELECTIVE	GE 1,2,3 or 4	3
Any course listed above or one of the following: Classics 0021 Commrc 0030, 0083, 1138 Engwrt 0050/0401, 0051, 0052, 0053, 0500 Eng Lit 0085, 0345, 1032, 1630, 1830 Foreign Language (any) Phil 0501, 1611 Any foreign language literature courses in the original or in translation		

Social Sciences		12 credits
Geography 0810: Earth & People	GE 3	3
History 0610 or 0620: American History	GE 4	3
SOCIAL SCIENCE ELECTIVE	GE 1,2, 5, or 6	3
<i>Select any ONE course from any one of the following disciplines:</i> Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630,1720 Economics 0080, 0105, 0115 EnvStud 0100 Political Science 0206, 0302, 0310, 0501 Sociology 0070, 0100		
SOCIAL SCIENCE ELECTIVE	GE 1,2, 5, or 6	3
Any course listed above or one of the following: Geography 0100, 0210, 0310, 0320, 0610 History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620		

Pre-Education		10 credits
Fds Ed 0001: History/Philosophy of Education	S,W	3
Ed Psy 0006: Introduction to Ed Psychology		3
Ed Psy 0007: Students with Special Needs		1
Ed Psy 0008: Inclusion Strategies		2
Ed Psy 0009: English Language Learners		1

Required Geology & Planetary Science		22 credits
Geology 0010: Astronomy		4
Geology 0015: Physical Geology		4
Geology 0024: Meteorology		4
Geology 0061: Historical Geology		4
Geology 0083: Oceanography		3
Geology 0086: Environmental Geology		3

Geology Electives (Any 3 Up. Lev. except Geol 1108)		
<i>NOTE: Each course has a separate and required lab.</i>		9-12 credits

Required Sciences		14 credits
Nat Sci 0080: Integrated Sciences		3
Chemistry 0111: General Chemistry I		4
Chemistry 0113: General Chemistry I Lab		1
Chemistry 0112: General Chemistry II		4
Chemistry 0114: General Chemistry II Lab		1

Required Math (Q exemption through placement exam or Math 0002)		
Choose two: Math 0004, 0221, 0231, 0212 or EDPSY 1121		7- 8 credits

UPPER-LEVEL COURSES
Students admitted to Upper-Level Program only

Required Methods		10 credits
Sec Ed 1100: General Methods	S	3
Sec Ed 1165: Science Methods	W	3
Sec Ed 1166: Science Pre-Student Teaching Practicum		1
Sec Ed 1170: Content Reading	W	3

Instructional Technology		3 credits
IT 1100: Education for an Information Age		3

Student Teaching		16 credits
Sec Ed 1191: Student Teaching	(counts as two S)	14
Sec Ed 1195: Sec Ed Student Teaching Seminar		2

Plan of Studies: Secondary Education: Earth and Space Sciences Certification

1. Certification Minimum: 127-130 credits; 3.00 Cumulative GPA; 2.60 Core GPA.
2. Graduation Minimum: 127--130 credits; 2.80 Cumulative GPA; 2.60 Core GPA.
3. Courses that must be taken at UPJ: All courses in Upper-Level Program and Fds Ed 0001
4. Courses with *prerequisites* follow:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Sec Ed 1100 is a prerequisite for Sec Ed 1165 and Sec Ed 1166.
 - Sec Ed 1165 and Sec Ed 1166 must be taken together.
 - I.T. 1100 has a co-requisite lab.
 - All required methods courses and I.T. courses are prerequisites for Student Teaching.
 - Math 0004 is a prerequisite for Math 0221 and Math 0212.
 - All 4-credit Geology courses include a co-requisite laboratory section.
 - Geol 0015 is a prerequisite for Geol 0061.
 - Students should consult the UPJ Catalog and attend to the prerequisites for all Upper Level Geology courses they plan to choose as electives.
5. Notes on *suggested course sequencing* follow:
 - Psy 0200 should be taken during the freshman year.
 - Fds Ed 0001 and Psy 0260 should be taken during the sophomore year.
 - Sec Ed 1100 is offered only in the Fall Term; Sec Ed 1165 and 1166 are offered only in the Spring Term.
 - IT 1100, with lab, is offered in the Fall Term
 - Sec Ed 1195 must be taken with student teaching (SCED 1191).
 - Geology 0011 and 0012 are usually offered in alternating years in the Spring Term.
 - Students are encouraged to seek advice from professors in the Geology Department regarding planned course offerings.

Typical Year-by-Year Schedule of Studies**FRESHMAN YEAR – 28-29 credits**

Eng Cmp 0005 (or 0002) and Eng Cmp 0006	6
Psychology 0200	3
Geology 0015 (lab) & Geology 0061 (lab)	8
Required Math	3-4
Educational Psychology 0006 & 0007	4
University Scholarship	1
Integrated Sciences	3

JUNIOR YEAR – 34-36 credits

Sec Ed 1100, 1165, 1166	7
Instructional Technology 1100	3
Geology 0083 or 0086	3
Educational Psychology 0008	2
Upper Level Geology Elective	6-8
Chem 0111/0013, 0112/0114	10
General Education	3

SOPHOMORE YEAR – 33-36 credits

Foundations of Education 0001	3
English Literature Course	3
Psychology 0260	3
Communications 0052	3
Geology 0010	4
Two of these: Geol 0024 (lab) & 0083 or 0086	7-8
Educational Psychology 0009	1
General Education Electives	7
Math	3-4

SENIOR YEAR - 31-32 credits

Sec Ed 1170	3
Upper Level Geology Elective	3-4
General Education Electives	9
Student Teaching and Sec Ed 1195	16

SECONDARY EDUCATION: GENERAL SCIENCE

(Complete program in conjunction with Secondary Education Biology.)

*GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning***University Orientation 1 credit**

CAS 0001: University Scholarship	1	
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English Composition 6 credits

Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Humanities 12 credits

CommrcC 0052: Public Speaking	GE 3	3	
LITERATURE: SELECT ONE	GE 2	3	
Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)			
APPRECIATION: SELECT ONE	GE 1	3	
Commrc 0320 Any Fine Arts course Any 3 credit Music course except Music 0413 Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841 Theatre: 0811, 0812 *Recommended for juniors/seniors			
HUMANITIES ELECTIVE	GE 1,2,3 or 4	3	
Any course listed above or one of the following: Classics 0021 Commrc 0030, 0083, 1138 Engwrt 0050/0401, 0051, 0052, 0053, 0500 Eng Lit 0085, 0345, 1032, 1630, 1830 Foreign Language (any) Phil 0501, 1611 Any foreign language literature courses in the original or in translation			

Social Sciences 12 credits

Geography 0810: Earth & People	GE 3	3	
History 0610 or 0620: American History	GE 4	3	
SOCIAL SCIENCE ELECTIVE	GE 1,2, 5, or 6	3	
Select any ONE course from any one of the following disciplines: Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630, 1720 Economics 0080, 0105, 0115 EnvStud 0100 Political Science 0206, 0302, 0310, 0501 Sociology 0070, 0100			
SOCIAL SCIENCE ELECTIVE	GE 1,2, 5, or 6	3	
Any course listed above or one of the following: Geography 0100, 0210, 0310, 0320, 0610 History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620			

Required Math (Q exemption through placement exam or Math 0002)Choose two: Math 0004, 0212 0221, 0231, or EDPSY 1121 **7- 8 credits**

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Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	S, W	3	
Ed Psy 0006: Introduction to Ed Psychology		3	
Ed Psy 0007: Students with Special Needs		1	
Ed Psy 0008: Inclusion Strategies		2	
Ed Psy 0009: English Language Learners		1	

Required Science

NatSc 0080: Integrated Sciences		3	
Biology 0110: General Biology I		3	
Biology 0111: General Biology I <i>Lab</i>		1	
Biology 0120: General Biology II		3	
Biology 0121: General Biology II <i>Lab</i>		1	
Chemistry 0111: General Chemistry I		4	
Chemistry 0113: General Chemistry I <i>Lab</i>		1	
Chemistry 0112: General Chemistry II		4	
Chemistry 0114: General Chemistry II <i>Lab</i>		1	
Choose THREE of the following:			
Biology 1515/1615		3/1	
Biology 0350		4	
Biology 1171/1271		3/1	
Chemistry 0230/0235		4/1	
Chemistry 0231/0233		4/1	
Chemistry 0232/0234		4/1	
Chemistry 0325		4	
Geology 0061		4	
Geology 0024		4	
Geology 0083		3	
Geology 0086		3	
Choose TWO of the following:			
Biology 0360/0361		3/1	
Biology 1137		4	
Biology 1125/1225		3/1	
Biology 1120/1220		3/1	
Biology 1170/1270		3/1	
Chemistry 1131/1132		3/1	
Chemistry 1327		4	
Any upper level Geology course except 1108		4	

UPPER-LEVEL COURSES*Students admitted to Upper-Level Program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	S	3	
Sec Ed 1165: Science Methods	W	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum		1	
Sec Ed 1170: Content Reading	W	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age		3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	(counts as two S)	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar		2	

SECONDARY EDUCATION: GENERAL SCIENCE

(Complete program in conjunction with Secondary Education Chemistry.)

GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning

University Orientation	1 credit	
CAS 0001: University Scholarship	1	

English Composition	6 credits	
Eng Comp 0005 or 0002 (freshman seminar)	3	
Eng Comp 0006: Composition II	3	

Psychology	6 credits	
Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Humanities	12 credits	
Commrc 0052: Public Speaking <i>GE 3</i>	3	
LITERATURE: SELECT ONE <i>GE 2</i> Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)	3	
APPRECIATION: SELECT ONE <i>GE 1</i> Commrc 0320 Any Fine Arts course Any 3 credit Music course except Music 0413 Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841 Theatre: 0811, 0812 *Recommended for juniors/seniors	3	
HUMANITIES ELECTIVE <i>GE 1,2,3 or 4</i> Any course listed above or one of the following: Classics 0021 Commrc 0030, 0083, 1138 Engwrt 0050/0401, 0051, 0052, 0053, 0500 Eng Lit 0085, 0345, 1032, 1630, 1830 Foreign Language (any) Phil 0501, 1611 Any foreign language literature courses in the original or in translation	3	

Social Sciences	12 credits	
Geography 0810: Earth & People <i>GE 3</i>	3	
History 0610 or 0620: American History <i>GE 4</i>	3	
SOCIAL SCIENCE ELECTIVE <i>GE 1,2, 5,or 6</i> <i>Select any ONE course from any one of the following disciplines:</i> Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630,1720 Economics 0080, 0105, 0115 EmvStud 0100 Political Science 0206, 0302, 0310, 0501 Sociology 0070, 0100	3	
SOCIAL SCIENCE ELECTIVE <i>GE 1,2, 5,or 6</i> Any course listed above or one of the following: Geography 0100, 0210, 0310, 0320, 0610 History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620	3	

Required Math (<i>Q</i> exemption through placement exam or Math 0002)	8 credits	
Math 0221: Analytical Geometry & Calculus I	4	
Math 0231: Analytical Geometry & Calculus II	4	

Pre-Education	10 credits	
Fds Ed 0001: History/Philosophy of Education <i>S,W</i>	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Science		
NatSc 0080: Integrated Sciences	3	
Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Physics 0100: Introduction to Physics I	4	
Physics 0130: Experimental Physics I	1	
Physics 0200: Introduction to Physics II	4	
Physics 0230: Experimental Physics II	1	
Choose THREE of the following:		
Biology 1515/1615	3/1	
Biology 0350	4	
Biology 1171/1271	3/1	
Chemistry 0230/0235	4/1	
Chemistry 0231/0233	4/1	
Chemistry 0232/0234	4/1	
Chemistry 0325	4	
Geology 0061	4	
Geology 0024	4	
Geology 0083	3	
Geology 0086	3	
Choose TWO of the following:		
Biology 0360/0361	3/1	
Biology 1137	4	
Biology 1125/1225	3/1	
Biology 1120/1220	3/1	
Biology 1170/1270	3/1	
Chemistry 1131/1132	3/1	
Chemistry 1327	4	
Any upper level Geology course except 1108	4	

UPPER-LEVEL COURSES

Students admitted to Upper-Level Program only

Required Methods	10 credits	
Sec Ed 1100: General Methods <i>S</i>	3	
Sec Ed 1165: Science Methods <i>W</i>	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading <i>W</i>	3	

Instructional Technology	3 credits	
IT 1100: Education for an Information Age	3	

Student Teaching	16 credits	
Sec Ed 1191: Student Teaching <i>(counts as two S)</i>	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

80 SECONDARY EDUCATION: GENERAL SCIENCE
(Complete program in conjunction with Secondary Education Earth and Space Science.)
GE – General Education Knowledge Course, S – Speaking Course, W – Writing Course, Q—Quantitative Reasoning

University Orientation	1 credit
CAS 0001: University Scholarship	1

English Composition	6 credits
Eng Comp 0005 or 0002 (freshman seminar)	3
Eng Comp 0006: Composition II	3

Psychology	6 credits
Psy 0200: Introduction to Psychology	3
Psy 0260: Adolescent Development	3

Humanities	12 credits
Commrc 0052: Public Speaking <i>GE 3</i>	3
LITERATURE: SELECT ONE <i>GE 2</i> Any Eng Lit course without a prerequisite (Must have completed Eng Cmp 0006 for 0055, 0056)	3
APPRECIATION: SELECT ONE <i>GE 1</i> Commrc 0320 Any Fine Arts course Any 3 credit Music course except Music 0413 Philosophy 0013, 0083, 0209, 0213, 0303, 0333, 0474, *0841 Theatre: 0811, 0812 *Recommended for juniors/seniors	3
HUMANITIES ELECTIVE <i>GE1,2,3 or 4</i> Any course listed above or one of the following: Classics 0021 Commrc 0030, 0083, 1138 Engwrt 0050/0401, 0051, 0052, 0053, 0500 Eng Lit 0085, 0345, 1032, 1630, 1830 Foreign Language (any) Phil 0501, 1611 Any foreign language literature courses in the original or in translation	3

Social Sciences	12 credits
Geography 0810: Earth & People <i>GE 3</i>	3
History 0610 or 0620: American History <i>GE 4</i>	3
SOCIAL SCIENCE ELECTIVE <i>GE 1,2, 5,or 6</i> Select any ONE course from any one of the following disciplines: Anthropology 0800, 0810, 1290, 1360, 1517, 1580, 1630,1720 Economics 0080, 0105, 0115 EnvStud 0100 Political Science 0206, 0302, 0310, 0501 Sociology 0070, 0100	3
SOCIAL SCIENCE ELECTIVE <i>GE 1,2, 5,or 6</i> Any course listed above or one of the following: Geography 0100, 0210, 0310, 0320, 0610 History 0120, 0130, 0303, 0310, 0424, 0425, 0610, 0620	3

Required Math (<i>Q</i> exemption through placement exam or Math 0002) Choose two: Math 0004, 0212 0221, 0231, or EDPSY 1121	7- 8 credits

Pre-Education	10 credits
Fds Ed 0001: History/Philosophy of Education <i>S,W</i>	3
Ed Psy 0006: Introduction to Ed Psychology	3
Ed Psy 0007: Students with Special Needs	1
Ed Psy 0008: Inclusion Strategies	2
Ed Psy 0009: English Language Learners	1

Required Science	
NatSc 0080: Integrated Sciences	3
Geology 0010: Astronomy	4
Geology 0015: Physical Geology	4
Chemistry 0111: General Chemistry I	4
Chemistry 0113: General Chemistry I <i>Lab</i>	1
Chemistry 0112: General Chemistry II	4
Chemistry 0114: General Chemistry II <i>Lab</i>	1
Choose THREE of the following:	
Biology 1515/1615	3/1
Biology 0350	4
Biology 1171/1271	3/1
Chemistry 0230/0235	4/1
Chemistry 0231/0233	4/1
Chemistry 0232/0234	4/1
Chemistry 0325	4
Geology 0024	4
Geology 0061	4
Geology 0083	3
Geology 0086	3
Choose TWO of the following:	
Biology 0360/0361	3/1
Biology 1137	4
Biology 1125/1225	3/1
Biology 1120/1220	3/1
Biology 1170/1270	3/1
Chemistry 1131/1132	3/1
Chemistry 1327	4
Any upper level Geology course except 1108	4

UPPER-LEVEL COURSES
Students admitted to Upper-Level Program only

Required Methods	10 credits
Sec Ed 1100: General Methods <i>S</i>	3
Sec Ed 1165: Science Methods <i>W</i>	3
Sec Ed 1166: Science Pre-Student Teaching Practicum	1
Sec Ed 1170: Content Reading <i>W</i>	3

Instructional Technology	3 credits
IT 1100: Education for an Information Age	3

Student Teaching	16 credits
Sec Ed 1191: Student Teaching (<i>counts as two S</i>)	14
Sec Ed 1195: Sec Ed Student Teaching Seminar	2

SECONDARY EDUCATION: BIOLOGY---103-105 CREDITS*Post-Baccalaureate certification only (not candidate for BS Degree)***English Composition/ English Literature 6 credits**

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Biology 24 credits

Biology 0110: General Biology I	3	
Biology 0111: General Biology I <i>Lab</i>	1	
Biology 0120: General Biology II	3	
Biology 0121: General Biology II <i>Lab</i>	1	
Biology 1515: General Ecology	3	
Biology 1615: General Ecology <i>Lab</i>	1	
Biology 0350: Genetics	4	
Biology 0950: Anatomy & Physiology I <i>with lab</i>	4	
Biology 0960: Anatomy & Physiology II <i>with lab</i>	4	

Required Molecular Biology Elective 3-4 credits

Choose one of these Biology course options: 0360 & 0361; 1137

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Required Sciences 18 credits

NatSc 0080: Integrated Sciences	3	
Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Chemistry 0230: Fundamentals of Organic Chem	4	
Chemistry 0235: Fund of Organic Chem Lab	1	

Required Math 7- 8 credits**Choose any two:** Math 0004 , 0221, 0231, 1112 or Ed Psy 1121

UPPER LEVEL COURSES*Students admitted to upper level program only***Required Methods 10 credits**

Sec Ed 1100: General Methods	3	
Sec Ed 1165: Science Methods	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 103-105 credits; 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (fall term only) is a prerequisite for Sec Ed 1165 and Sec Ed 1166 (spring term only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - Biology 0120 is a prerequisite for all upper level Biology courses.
 - Biology 0350 is a prerequisite for Biology 1137.
 - Chemistry 0112 is a prerequisite for Chemistry 0230 and 0231.
 - Math 0004 is a prerequisite for Math 1112.
 - Biology 0350 and Biology 1515 are offered in the fall term.
 - Biology 1170/1270 are offered every other year.
 - Mathematics 1112 is offered in the spring term.
 - Chemistry 0230 is offered in the spring term every other year.

SECONDARY EDUCATION: CHEMISTRY---104 CREDITS
Post-Baccalaureate certification only (not candidate for BS Degree)

English Composition / English Literature 6 credits

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Chemistry 32 credits

Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Chemistry 0231: Organic Chemistry I	4	
Chemistry 0233: Organic Chemistry I <i>Lab</i>	1	
Chemistry 0232: Organic Chemistry II	4	
Chemistry 0234: Organic Chemistry II <i>Lab</i>	1	
Chemistry 0325: Analytical Chemistry <i>with Lab</i>	4	
Chemistry 1131: Inorganic Chemistry	3	
Chemistry 1132: Inorganic Chemistry <i>Lab</i>	1	
Chemistry 1327: Instrumental Analysis <i>with Lab</i>	4	

Required Sciences 13 credits

Nat Sc 0080: Integrated Sciences	3	
Physics 0100: Physics I	3	
Physics 0130: Physics I <i>Lab</i>	2	
Physics 0200: Physics II	3	
Physics 0230: Physics II <i>Lab</i>	2	

Required Mathematics 8 credits

Math 0221: Analytical Geometry & Calculus I	4	
Math 0231: Analytical Geometry & Calculus II	4	

UPPER LEVEL COURSES

Students admitted to upper level program only

Required Methods 10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1165: Science Methods	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 104 credits; 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (fall term only) is a prerequisite for Sec Ed 1165 and Sec Ed 1166 (spring term only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - Chemistry 0112 is a prerequisite for Chemistry 0231, 0233, and 0325
 - Chemistry 0325 (offered in the fall term) is a prerequisite for Chemistry 1327.
 - Chemistry 0232 is a prerequisite for Chemistry 1131 and 1132.
 - Chemistry 1131 and 1132 and 1137 are offered the spring term.
 - In order to take Chem 1131/1132 without the prerequisite of Chem 1341 listed in the UPJ Bulletin, students must obtain a Special Permission Waiver from the Chemistry Department. The student's performance in Chem 0325 will be critical in determining whether the request for a waiver is approved

SECONDARY EDUCATION: EARTH AND SPACE SCIENCE---103-107 CREDITS

Post-Baccalaureate certification only (not candidate for BS Degree)

English Composition / English Literature 6 credits

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Geology & Planetary Science 22 credits

Geology 0010: Astronomy	4	
Geology 0015: Physical Geology	4	
Geology 0024: Meteorology	4	
Geology 0061: Historical Geology	4	
Geology 0083: Oceanography	3	
Geology 0086: Environmental Geology	3	

Geology Electives (Any 3 upper level except Geol 1108)

NOTE: Each course has a separate and required lab **9-12 credits**

Required Sciences 14 credits

Nat Sc 0080: Integrated Sciences	3	
Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	

Required Mathematics

Choose two: Math 0004, 0221, 0231, 0212, or EdPsy 1121 **7- 8 credits**

Students admitted to upper level program only

Required Methods 10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1165: Science Methods	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	2	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 103-107 credits; 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (fall term only) is a prerequisite for Sec Ed 1165 and Sec Ed 1166 (spring term only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - Math 0004 is a prerequisite for Math 0221 and Math 1112.
 - Math 0221 is a prerequisite for Math 0231.
 - Students should consult the UPJ Catalog and attend to the prerequisites for all upper level Geology courses they choose as electives.
 - Geology 0061 and Ed Psy 1121 are offered in the spring term.

SECONDARY EDUCATION: GENERAL SCIENCE
(Complete program in conjunction with Secondary Education Biology.)

Post-Baccalaureate certification only (not candidate for BS Degree)

Required Sciences

Nat Sc 0080: Integrated Sciences	3	
Biology 0110: General Biology I	3	
Biology 0111: General Biology I <i>Lab</i>	1	
Biology 0120: General Biology II	3	
Biology 0121: General Biology II <i>Lab</i>	1	
Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Choose THREE of the following:		
Biology 1515/1615	3/1	
Biology 0350	4	
Biology 1171/1271	3/1	
Chemistry 0230/0235	4/1	
Chemistry 0231/0233	4/1	
Chemistry 0232/0234	4/1	
Chemistry 0325	4	
Geology 0061	4	
Geology 0024	4	
Geology 0083	3	
Geology 0086	3	
Choose TWO of the following:		
Biology 0360/0361	3/1	
Biology 1137	4	
Biology 1125/1225	3/1	
Biology 1120/1220	3/1	
Biology 1170/1270	3/1	
Chemistry 1131/1132	3/1	
Chemistry 1327	4	
Any upper level geology course except 1108	4	

English Composition / English Literature 6 credits

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Mathematics

Choose two: Math 0004, 0212, 0221, 0231, or EdPsy 1121 7- 8 credits

UPPER LEVEL COURSES

Students admitted to upper level program only

Required Methods 10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1165: Science Methods	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (fall only) is a prerequisite for Sec Ed 1165 and Sec Ed 1166 (spring term only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - Biology 0110 is a prerequisite for Biology 0120.
 - Chemistry 0111 is a prerequisite for Chemistry 0112.
 - Math 0004 is a prerequisite for Math 1112.
 - Geology 0061, Mathematics 1112, and Ed Psy 1121 are offered in the spring term.

SECONDARY EDUCATION: GENERAL SCIENCE
(Complete program in conjunction with Secondary Education Chemistry.)

Post-Baccalaureate certification only (not candidate for BS Degree)

Required Sciences

Nat Sc 0080: Integrated Sciences	3	
Biology 0110: General Biology I	3	
Biology 0111: General Biology I <i>Lab</i>	1	
Biology 0120: General Biology II	3	
Biology 0121: General Biology II <i>Lab</i>	1	
Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Choose THREE of the following:		
Biology 1515/1615	3/1	
Biology 0350	4	
Biology 1171/1271	3/1	
Chemistry 0230/0235	4/1	
Chemistry 0231/0233	4/1	
Chemistry 0232/0234	4/1	
Chemistry 0325	4	
Geology 0061	4	
Geology 0024	4	
Geology 0083	3	
Geology 0086	3	
Choose TWO of the following:		
Biology 0360/0361	3/1	
Biology 1137	4	
Biology 1125/1225	3/1	
Biology 1120/1220	3/1	
Biology 1170/1270	3/1	
Chemistry 1131/1132	3/1	
Chemistry 1327	4	
Any upper level geology course except 1108	4	

English Composition / English Literature **6 credits**

Psychology **6 credits**

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education **10 credits**

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Mathematic **8 credits**

Math 0221: Analytical Geometry & Calculus I	4	
Math 0231: Analytical Geometry & Calculus II	4	

UPPER LEVEL COURSES

Students admitted to upper level program only

Required Methods **10 credits**

Sec Ed 1100: General Methods	3	
Sec Ed 1165: Science Methods	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology **3 credits**

IT 1100: Education for an Information Age	3	
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Student Teaching **16 credits**

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (fall only) is a prerequisite for Sec Ed 1165 and Sec Ed 1166 (spring only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - Biology 0110 is a prerequisite for Biology 0120.
 - Chemistry 0111 is a prerequisite for Chemistry 0112.
 - Math 0004 is a prerequisite for Math 1112.
 - Geology 0061, Mathematics 1112, and Ed Psy 1121 are offered in the spring term.

SECONDARY EDUCATION: GENERAL SCIENCE

(Complete program in conjunction with Secondary Education Earth and Space Science.)

Post-Baccalaureate certification only (not candidate for BS Degree)

Required Sciences

Nat Sc 0080: Integrated Sciences	3	
Biology 0110: General Biology I	3	
Biology 0111: General Biology I <i>Lab</i>	1	
Biology 0120: General Biology II	3	
Biology 0121: General Biology II <i>Lab</i>	1	
Chemistry 0111: General Chemistry I	4	
Chemistry 0113: General Chemistry I <i>Lab</i>	1	
Chemistry 0112: General Chemistry II	4	
Chemistry 0114: General Chemistry II <i>Lab</i>	1	
Choose THREE of the following:		
Biology 1515/1615	3/1	
Biology 0350	4	
Biology 1171/1271	3/1	
Chemistry 0230/0235	4/1	
Chemistry 0231/0233	4/1	
Chemistry 0232/0234	4/1	
Chemistry 0325	4	
Geology 0061	4	
Geology 0024	4	
Geology 0083	3	
Geology 0086	3	
Choose TWO of the following:		
Biology 0360/0361	3/1	
Biology 1137	4	
Biology 1125/1225	3/1	
Biology 1120/1220	3/1	
Biology 1170/1270	3/1	
Chemistry 1131/1132	3/1	
Chemistry 1327	4	
Any upper level geology course except 1108	4	

English Composition / English Literature 6 credits

Psychology 6 credits

Psy 0200: Introduction to Psychology	3	
Psy 0260: Adolescent Development	3	

Pre-Education 10 credits

Fds Ed 0001: History/Philosophy of Education	3	
Ed Psy 0006: Introduction to Ed Psychology	3	
Ed Psy 0007: Students with Special Needs	1	
Ed Psy 0008: Inclusion Strategies	2	
Ed Psy 0009: English Language Learners	1	

Required Mathematics

Choose two: Math 0004, 0212, 0221, 0231, or EdPsy 1121 7- 8 credits

UPPER LEVEL COURSES

Students admitted to upper level program only

Required Methods 10 credits

Sec Ed 1100: General Methods	3	
Sec Ed 1165: Science Methods	3	
Sec Ed 1166: Science Pre-Student Teaching Practicum	1	
Sec Ed 1170: Content Reading	3	

Instructional Technology 3 credits

IT 1100: Education for an Information Age	3	
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Student Teaching 16 credits

Sec Ed 1191: Student Teaching	14	
Sec Ed 1195: Sec Ed Student Teaching Seminar	2	

- Certification Minimum: 3.00 Cumulative QPA; 2.60 Core QPA.
- Courses that must be taken at UPJ: All courses in upper level program
- Notes on course sequencing:
 - Psy 0200 is a prerequisite for all Ed Psy courses and Psy 0260.
 - Ed Psy 0006 is a prerequisite for all other Ed Psy courses or a co-requisite for Ed Psy 0007.
 - Ed Psy 0007 is a prerequisite for Ed Psy 0008.
 - Sec Ed 1100 (fall only) is a prerequisite for Sec Ed 1165 and Sec Ed 1166 (spring term only)
 - All required methods courses and the I.T. course are prerequisites for Student Teaching.
 - Both an English composition and an English literature course must be taken prior to advancement to upper level.
 - Two mathematics courses must be taken prior to advancement to upper level.
 - Math 0004 is a prerequisite for Math 0221 and 0231
 - Students should consult the UPJ catalog and attend to the prerequisites for all upper level geology courses as they choose electives.
 - Geology 0061 and Ed Psy 1121 are offered in the spring term.

The following course listing represents titles and numbers for courses often chosen by Education majors to fulfill the knowledge area requirement for UPJ's General Education curriculum (See p.45). Refer to the UPJ Bulletin, obtainable from the Office of Admissions, for a complete listing and description of courses.

HUMANITIES

CLASS 0021	Roman Civilization
COMMRC 0030	Introduction to Communication
COMMRC 0052	Public Speaking
COMMRC 0083	Intercultural Communication
COMMRC 0320	Mass Communication Process
COMMRC 1138	Theories of Persuasion
ENG CMP 0002	Freshman Writing Seminar
ENG CMP 0005	Composition I
ENG CMP 0006	Composition II
ENG LT 0080	Narrative Literature
ENG LT 0085	Introduction to Humanities
ENG LT 0088	Introduction to Literature
ENG LT 0311	The Dramatic Imagination
ENG LT 0316	Reading Poetry
ENG LT 0326	Short Story in Context
ENG LT 0345	Literature and the Environment
ENG LT 0361	Women and Literature
ENG LT 0574	American Literary Traditions I
ENG LT 1032	Literature of the Absurd
ENG LT 1830	Film as Literature
ENG WRT 0051	Informative Writing
ENG WRT 0052	Descriptive Writing
ENG WRT 0053	Introduction to Professional Writing
ENG WRT 0050/0401	Intro to Creative Writing
ENG WRT 0500	Creative Non-fiction Writing
ENG WRT 1130	Grammar Review
FA 0015	History of Western Art I
FA 0016	History of Western Art II
MUSIC 0212	Introduction to Western Art Music
MUSIC 0235	History of the Symphony
MUSIC 0413	Theory and Ear-Training I
MUSIC 0712	Jazz
PHIL 0013	Concepts of Human Nature
PHIL 0083	Intro to Philosophical Problems
PHIL 0209	History of Ancient Philosophy
PHIL 0213	History of Modern Philosophy
PHIL 0303	Introduction to Ethics
PHIL 0333	Philosophy and Public Issues
PHIL 0474	Philosophy of Religion
PHIL 0841	Science and Religion
PHIL 1611	Philosophy of Science

NATURAL SCIENCES

BIOL 0080	Life Sciences
BIOL 0083	Human ecology
BIOL 0085	Human Health and Disease
BIOL 0110	General Biology I
CHEM 0080	Chemistry, Man, and Society
CHEM 0085	Drugs and the Human Body
CHEM 0111	General Chemistry I
GEOL 0011	Astronomy I-Solar System
GEOL 0012	Stellar Astronomy
GEOL 0015	Physical Geology

NATURAL SCIENCES (Continued)

GEOL 0024	Meteorology
GEOL 0061	Historical Geology
GEOL 0081	Explorations in Space
GEOL 0083	Oceanography
GEOL 0086	Environmental Geology
GEOL 0087	Earth, Climate, & Life Through Time
GEOL 0089	Prehistoric Life
MATH 0002	College Algebra
MATH 0004	Algebra and Trigonometry
MATH 0071	Structure of the Real Number System
MATH 0080	Fundamentals of Modern Math
MATH 0221	Analytic Geometry and Calculus I
MATH 0231	Analytic Geometry and Calculus II
NATSC 0080	Integrated Sciences
PSY 0200	Introduction to Psychology
PSY 0230	Child Development
PSY 0260	Adolescent Development
PHYS 0090	Explorations in Physics
PHYS 0093	Science, Technology, and Society
PHYS 0100	Introduction to Physics I
PHYS 0150	Physics I

SOCIAL SCIENCES

ANTH 0800	Intro to Cultural Anthropology
ANTH 0810	Intro to Physical Anthropology
ANTH 1290	North American Indian Cultures
ANTH 1517	Global political Economy
ANTH 1580	Religion and Culture
ANTH 1630	Anthropology of Women
ANTH 1720	Caribbean Cultures
ECON 0105	Intro to Micro-Economic Theory
ECON 0080	Introduction to Economics
GEOG 0100	Economic Geography
GEOG 0210	Physical Geography
GEOG 0310	Geography of the United States
GEOG 0320	Geography of Africa
GEOG 0610	Urban Development
GEOG 0810	Earth and People
HIST 0120	Western Civilization I
HIST 0130	Western Civilization II
HIST 0303	Russia To 1860
HIST 0310	Russia Since 1860
HIST 0424	Classical East Asia
HIST 0425	Modern East Asia
HIST 0610	United States to 1877
HIST 0620	United States 1877 to Present
PS 0206	American Political Process
PS 0302	Comparative Politics
PS 0310	Comparative Developing Systems
PS 0501	World Politics
SOC 0070	Social Problems
Soc 0100	Introduction to Sociology

ABQ (All But GPA requirements met) Student: An applicant for admission to the Upper Level with a cumulative GPA of 2.70-2.99 who has met other admission requirements and is attempting to raise his/her cumulative GPA to the required 3.0.

ABT (All But certification Tests requirements met) Student: An applicant for admission to the Upper Level who has met other admission requirements, but has not been admitted because he/she has not yet passed (or is waiting notification of passing) all three Praxis I tests.

Academic History: an internal UPJ document issued by the Office of the Registrar that indicates the earned credits and grades by subject area in all courses taken at UPJ.

Academic Integrity: a principle obligating the student to exhibit honesty in carrying out academic requirements.

Act 34: a criminal record check that certifies that the student has not committed any of a number of specified criminal offenses. This criminal record check is required by the State of Pennsylvania for employment of teachers, and by UPJ's Division of Education for participation in course-related field experiences.

Act 151: a child abuse history clearance which certifies that the student has not committed any acts of child abuse. This clearance is required by the State of Pennsylvania for employment of teachers, and by UPJ's Division of Education for participation in course related field experiences.

Admission Period: Any one of three times during the academic year (September, January, May) in which Division of Education faculty members review applications to the Upper Level.

Advisor: a Division of Education faculty member who guides a student through his/her academic program. All pre-education students are assigned an advisor with whom they must meet for academic guidance in an advising session prior to each term's registration period.

CLEP (College Level Examination Program): comprehensive tests that may be taken by adult students to obtain college credit for previous knowledge or life experiences.

Combined GPA: Applied to transfer and post-baccalaureate students, the combination of *grade point credits* earned at UPJ and all *grade point credits* in all courses taken at any college, whether or not the courses were accepted by UPJ. However, courses with grades of C- or lower not applied to the student's program, *and* that were taken more than five years prior to the date of admission to UPJ, will not be counted in the *Combined GPA*.

Co-op (Cooperating Teacher): a teacher in whose classroom a student completes his/her student teaching assignments.

Co-requisite: a course which must be taken with another specified course.

Core Courses: those courses that focus on the essential knowledge and skills in the content and methodology of a particular program.

Course Equivalent: a course transferred from another college and determined by UPJ's Office of the Registrar to be essentially the same as a UPJ course.

Exit Criteria: standards that students must meet in order to complete their education program

Free Elective Courses: courses selected by a student, from all courses offered at UPJ, in order to complete his/her program of study.

Fundamental Subjects: Content Knowledge: certification test that pre-elementary education students must pass to be eligible for teacher certification in Pennsylvania and for admission to the Division of Education's Upper Level. This test should be taken, along with the Praxis I tests, no later than the summer following the freshman year.

Field Practicum: see practicum (pl: practica).

General Education Curriculum: courses and competencies in a number of areas from across the curriculum which provide breadth to all students' studies.

Instructional I Certificate: a state license required to teach kindergarten through twelfth grade in Pennsylvania.

Major: a student's primary field of study.

Major Courses: those courses that establish a range of study most relevant to a particular program.

Methods Courses: required education courses which deal with the methodology of teaching.

Minor: a concentration of at least eighteen credits in one field of study chosen by a student. The completion of a minor is shown on the academic transcript.

Oral Language Screening: a Division of Education assessment which evaluates the student's proficiency in oral language.

PDE-338G: an application for a Pennsylvania Teaching Certificate which must be completed by a student prior to graduation and endorsed by the Chair of UPJ's Division of Education.

Portfolios: a collection of material related to teaching and other educational activities compiled by students as evidence of their range of experiences.

Post-Baccalaureate Student: a student who has earned an undergraduate degree and is seeking elementary or secondary teaching certification with or without a second degree.

Practicum: a pre-student teaching field experience, included primarily in the Upper Level program.

Praxis I: standardized tests of basic skills in reading, writing, and mathematics which students must pass to be eligible for teacher certification in Pennsylvania and for admission to the Division of Education's Upper Level. These tests should be taken no later than the summer following the freshman year.

Praxis II: standardized tests of pedagogical and content knowledge which students must pass to be eligible for teacher certification in Pennsylvania. These tests should be taken prior to student teaching.

Pre-Education Student: an education major, typically in his/her junior and senior year, who is working to meet requirements for advancement to the Upper Level.

Prerequisite: a course which must be taken prior to another specified course.

Program Completer: a student who has met all program requirements including student teaching and, upon verification of passing scores on all required Praxis I and Praxis II tests, will be eligible for Pennsylvania teaching certification.

Grade Point Average (GPA): a measurement of a student's academic performance based on an A+ to F grading scale.

Relocation Student: a student who has relocated to UPJ as an undergraduate from another campus in the University of Pittsburgh system.

Selected Courses: courses in which students learn fundamental concepts and skills needed to be a successful teacher in a particular program.

Special Needs Curriculum: Courses and competencies that ensure that students in all certification programs are prepared for the diversity of student needs that they will meet in their future classrooms.

Transfer Student: a student who has transferred to UPJ with nine or more credits from another college not in the University of Pittsburgh system.

Transcript: an academic record of a student's earned credits and grades which is maintained in the Office of the Registrar.

Upper Level Student: an education major, typically in his/her junior and senior year, who is working to meet requirements for the completion of his/her education program.

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