

# COLLEGE OF EDUCATION & HUMAN SERVICES

<http://webspaceship.edu/coleduc/>



## Fall Undergraduate Information

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**2009-2010**

**Aug. 2009**

### Welcome to Shippensburg!

This newsletter is intended to give you information to help you throughout the year. Please read it carefully and have a good year. Also, refer to the web pages for the departments, shown on the last page of this handout; departments have valuable information on their sites for you. Don't hesitate to stop by our offices if you have any questions – we are here to help you succeed. The College of Education and Human Services include the departments listed below:

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#### Dean's Offices – SPH 352-356

**Dr. James Johnson, Dean**  
**Dr. Peggy Hockersmith, Associate Dean**  
**Dr. William Cobb, Assistant to Field Svcs.**

Vickie Shaak, Adm. Asst. – 477-1373  
Dean's Office – SPH 352  
Diane Musser, Adm. Asst. – 477-1141  
Office of Student Services – SPH 354  
Donna Ackelsberg, Secretary – 477-1487  
Office of field Services – SPH356

#### SU School Study Council – SPH 130

**Dr. Robert Bartos, Director** – 477-1452

#### Counseling & College Student Personnel – SPH123

**Dr. Jan Arminio, Chair**  
Janice Allen, Secretary – 477-1668

#### Criminal Justice – SPH 321

**Stephanie Jirard, Chair**  
Penny Stum, Secretary – 477-1558

#### Educational Leadership & Special Education

**Dr. Gerald Fowler, Chair**  
Sharon Poe, Secretary – 477-1591

#### Teacher Education – SPH214

**Dr. Christine Royce, Chair**  
Jean Robertson, Secretary – 477-1688  
Rebecca Fulton, Secretary – 477-1688

#### GB Luhrs Elementary School

**Mr. William Cobb, Director**  
Lisa Cline, Adm. Asst. – 477-1612

#### Exercise Science – Henderson Gym

**Dr. Russell Robinson, Chair**  
Colleen McQueeney, Secretary – 477-1721

#### Military Science – WRI Hall

**LTC. Lobash John Arthur, Jr.**  
Robert (Bill) Derexson, HR Tech – 477-1782  
Rodney Oberbroeckling, Supply Tech. –  
477-1782

#### Social Work and Gerontology

**Dr. Deborah Jacobs, Chair**  
Joyce Walters, Secretary – 477-1717

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## **IMPORTANT INFORMATION**

### **SCHEDULE ADJUSTMENT FOR FALL 2009:**

If you must make changes to your Semester I schedule, you may do so through the Student Information System (STUAPP). For more information go to:

**<http://info.ship.edu>**

Schedule Adjustment schedules are as follows:

**August 26** – Seniors

**August 27** – Juniors

**August 28** – Sophomores & Returning Freshman

**August 29** – New Transfer Students

Please note that incoming Freshmen are not permitted to adjust their schedules.

**August 31** – Until 3:00 p.m. – Additional schedule adjustment for all students EXCEPT incoming freshmen.

### **FIRST DAY ATTENDANCE POLICY:**

The first day attendance policy is strictly enforced and allows faculty to remove you from a course if you do not attend the first class session and do not provide notice to the faculty or the department secretary. If you are dropped from a course for not attending the first class, you may only reschedule the course if it remains open during schedule adjustment.

Please check your schedule on the Student Information System (SIS) periodically at the beginning of the semester to ensure that all the classes listed on your schedule, are in fact, classes that you are attending. You are responsible for dropping any course that you are not attending. Failure to do this could result in your receiving an "F" for that course.

It is your responsibility to withdraw from any classes through the SIS if you do not plan to continue attending. Please keep in mind that if you have financial aid, you cannot drop below a certain number of credits or your financial aid will be jeopardized.

The deadline date to withdraw without academic penalty (with a grade of "W") for Fall 2009 is **November 9, 2009.**

### **ABSENCE FROM CLASS:**

It is your responsibility to notify faculty when you will be absent from class and work out a schedule of how work will be made up. The Dean's office will notify faculty of student absences only in cases of extended absence of a week or more. This notification is only an invitation that the Dean's Office has been informed that you will be absent from class, but does not grant you permission to be absent. It is your responsibility to make-up work missed and provide documentation of your absence (doctor's excuse, funeral notice, etc.) if required by a faculty member.

### **CHANGING MAJORS:**

Students wishing to change majors should stop in the Dean's office (SPH354) and request a "Change of Major Form". Instructions will be given as to the appropriate signatures needed on this form. Students will be permitted to change majors during the first five weeks of the semester. The deadline for submitting major changes for Fall 2009 is **September 28, 2009.**

### **SUMMER COURSES AT ANOTHER INSTITUTION (For Summer 2010):**

All courses taken at another institution for transfer credit should be approved in advance by the Dean's Office (SPH 354). Following successful completion of a summer course, be sure to request that an official transcript be sent to Shippensburg University. You will be notified when the credits have been transferred to Shippensburg.

## **TEACHER EDUCATION AND CERTIFICATION**

### **STUDENTS:**

All information for teacher education candidates may be found in the Student Teacher Handbook at the following website:

[http://webspace.ship.edu/coeduc/field\\_services/index.html](http://webspace.ship.edu/coeduc/field_services/index.html)

This handbook will give detailed information on the Student Teacher process. You should print out a copy for reference. If you have any questions regarding information in the handbook, please contact the Office of Field Services – 477-1487.

### **Application for Professional Standing/Methods Courses:**

All secondary majors who have completed at least 60 credits of course work must apply for Professional Standing. Professional Standing must be achieved at least one semester prior to enrolling in methods courses.

Applications for Semester II, 2009-2010 must be submitted to the Office of Field Services prior to **October 2, 2009**. This application is available online at:

[http://webspace.ship.edu/coeduc/field\\_service/forms.htm](http://webspace.ship.edu/coeduc/field_service/forms.htm)

All Act 34 Criminal Record Checks, Act 151 Child Abuse Clearances and FBI Checks must be current and on file with the Office of Field Services prior to methods/pro-sem and student teaching.

All students must submit copies of their passes PRAXIS I test scores (PPST Reading, Writing, and Mathematics) to the Office of Field Services before they will be permitted to enroll in the Methods courses.

### **Student Teaching:**

You must apply to student teach at least one year prior to the semester in which you plan to student teach. The approval process for Semester II, 2009-2010 will be completed soon. If you are planning to student teach during that semester and have not applied, please contact the Office of Field Services (477-1487) as soon as possible. All Praxis

Assessments must be passed prior to student teaching. Copies must be on file in the Office of Field Services prior to a placement being assigned.

There will be an application conference for students who plan to student teach during the 2010-2011 Academic Year will be held **October 5, 2009 at 4:00 p.m.** in Memorial Auditorium.

### **Praxis Testing Dates for 2009-2010 are listed below:**

**September 12, 2009**

**November 14, 2009**

**January 9, 2010**

**March 13, 2010**

**April 24, 2010**

**June 12, 2010**

**July 24, 2010**

Information and test booklets, as well as online registration may be accessed on the ETS website, [www.ets.org/praxis](http://www.ets.org/praxis).

### **Certification:**

You must submit an application for certification to the Office of Student Services, SPH354. Please allow approximately four to six weeks after graduation to receive your teaching certification from the Pennsylvania Department of Education (PDE). Grades must be verified and degrees conferred by the graduating institution before the applications can be forwarded to PDE. After verification of test scores for the State Tests, certificates will be mailed directly to you by PDE.

### **LEARNING ASSISTANCE CENTER:**

If you have problems with courses, please seek assistance from your academic advisor. He/she can be extremely helpful in guiding you in the right direction. Also take advantage of the Learning Assistance Center. The center is located in Lehman Library, 477-1420.

### **GRADUATING SENIORS:**

You must submit an application, along with a \$25 application fee to the Registrar's Office, OM 111. Be sure you have submitted a graduation check sheet to the Dean's Office, SPH354 one semester prior to your graduation to ensure that you are on track for graduation. Deadline to submit applications is **Sept. 11.**

### **TRANSFER STUDENTS:**

Transfer students are reminded that you must complete 60 credit hours at Shippensburg in order to be eligible for graduation honors. Honors and minimum QPAs are:

- 3.40 Cum Laude
- 3.60 Magna Cum Laude
- 3.80 Summa Cum Laude

### **DEPARTMENT WEB ADDRESSES:**

Criminal Justice –

<http://webspace.ship.edu/crimjust/>

Exercise Science –

<http://webspace.ship.edu/exsci/>

Military Science –

<http://webspace.ship.edu/rotc/>

Social Work & Gerontology –

<http://webspace.ship.edu/scowork/>

Teacher Education –

<http://webspace.ship.edu/teacher/>

Grace B. Luhrs University Elementary School –

<http://webspace.ship.edu/labschool>

**BEST WISHES FOR A  
SUCCESSFUL YEAR AT  
SHIPPENSBURG UNIVERSITY.**

### **FALL SEMESTER 2009**

- Aug. 31 – Regular Class Schedule Begins**
- Sept. 5 – Last day to drop classes for Undergraduates**
- Sept. 6 – Last day to add classes for Undergraduates**
- Sept. 7 – Labor Day (University Closed)**
- Sept. 8 – Withdraw from courses with a “W” grade begins**
- Sept. 14 – Satisfactory-Unsatisfactory option ends at 4:30 p.m.**
- Sept. 28 – Change of Major Deadline**
- Oct. 9 – 4:00 p.m. – Fall break begins**
- Oct. 14 – Fall break ends – Classes resume at 8:00 a.m.**
- Oct. 19 – Undergraduate Scheduling (WEB)**
- Nov. 6 – Undergraduate Scheduling (WEB)**
- Nov. 9 – Final day to withdraw from class with a “W” grade**
- Nov. 25 – Thanksgiving break begins at 8:00 a.m.**
- Nov. 30 – Break ends – classes resume at 8:00 a.m.**
- Dec. 11 – Day and Evening Classes end.**
- Dec. 14-17 – Final Exam Period**
- Dec. 19 – Undergraduate Commencement**