Checklist for English BA with Secondary Certification

Along with the (pink) advising sheet, use this schedule/checklist to help guide your trajectory through the program. The following requirements and deadlines must be met in order for you to enroll in the methods course EDU 422: Teaching English and EDU 495: Student Teaching.

Link to English Department website for certification students:
http://www.ship.edu/English/Secondary_Teaching_Certification/

Every Semester:
- Meet with your identified cohort certification advisor: Dr. Crochunis, Dr. Galioto, or Dr. Mortimore-Smith
- Check that you meet the minimum GPA requirements to enter and/or remain in the program: 3.0
- Renew and submit your Clearances: http://www.ship.edu/COEHS/Field_Services/Clearance_Information/

Year One (15-30 Credits)
- Enroll in General Education coursework
- Make sure you have completed the Modern Language requirement (3 years of a foreign language in high school or completion of the 103 course at Shippensburg)
- Become familiar with program and certification requirements. Visit the department website: http://www.ship.edu/English/Secondary_Teaching_Certification/
- Attend cohort meetings, and meet with your cohort advisor.
- Begin acquiring clearances (Spring semester). Report Clearance Paperwork to the Dean’s Office.
- Get involved! Join SU-NCTE, meet with other students in the program, and begin networking!
- Demonstrate that you have met the basic skills requirement by any of the methods approved by the Pennsylvania Department of Education. (See the Shippensburg University Office of Field Services page on “Testing Requirements for PA Teacher Certification.”)
- Report completion of the requirement to your cohort advisor.

Year Two (30-45 Credits)
- Enroll in EEC 273: Intro to Exceptionalities (Fall semester)
- Enroll in TCH 207: Org/Psych Foundations in Sec. Ed. (Spring semester)
- Enroll in EDU 290: Intro to ELA (Fall semester ONLY)
- Enroll in ENG 366: History and Structure (Spring semester ONLY!)
- Purchase TK20
- Join the NCTE (National Council of Teachers of English) Student Membership: https://secure.ncte.org/store/student
- Join the SU-NCTE student organization on campus. Facebook page: https://www.facebook.com/groups/SUNCTE/
- Renew and report clearances
- Meet basic skills requirements for education
- Begin Level 1 Observation Hours (30+ hours required in the discipline)
  - 10-15 hours: (Grades 6-8)
  - 10-15 hours: (Grades 9-12)
  - Up to 10 hours of secondary level tutoring or participation as an IA may count toward this total
- Visit the department website for Level I forms and requirements: http://www.ship.edu/English/Secondary_Teaching_Certification/
- Document (and obtain appropriate signatures for) your Level I Hours
- Complete all Level I observations and required documentation during Spring/Summer prior to your third year.
- Meet with your faculty cohort advisor to discuss your progress
Year Three (45-60 Credits)

- Enroll in RDG 413: Teaching Reading to ELLs (recommended for Fall semester)
- Enroll in EEC 423: Effective Instructional Strategies (recommended for Spring semester)
- Enroll in ENG 426: Teaching Adolescent Literature (Spring semester only!)
- Enroll in ENG 366: History and Structure (Spring semester only!)
- Consider enrolling in ENG 336, ENG 420, or ENG 410
- Renew Clearances
- Renew your NCTE student membership
- Participate in SU-NCTE meetings and events
- Meet with your cohort advisor to make sure all professional requirements (Level 1 Hours, passing PAPA exams, 3.0 GPA) have been met. *If you have not completed these requirements, you are considered delinquent in the program at this point.

- Register for and pass the Praxis English Language, Learning, and Composition Exam

  - Website for PDE Certification Testing Requirements: http://www.ets.org/praxis/pa
  - Website for the Praxis Content Knowledge Exam for 7-12 Certification in English: http://www.ets.org/praxis/prepare/materials/5038

  Praxis Content Knowledge (5038)  Date Passed ________ Score ________ (167)

- Apply for Professional Standing and Student Teaching (Spring Semester)
  Applications are due mid-late September and must be submitted one year prior to the academic year that you will do your student teaching. The College of Education hosts a meeting on this once a year. Pay attention to your email for a date and location.
  Link to forms for Professional Standing: http://www.ship.edu/COEHS/Field_Services/Forms/

Year Four (60-75 Credits)

- Enroll in EDU 422: Teaching English “Methods” (Fall semester ONLY)
  - You will only be permitted to enroll in this class if you have completed the prerequisites:
    - 3.0 GPA
    - A Grade of C+ or higher in both EDU 290 and ENG 426
    - Completion of Level I Hours
    - Completion of PAPA Exams

- Complete 60+ Level II hours and submit documentation of these hours to Methods instructor
- Enroll in EEC 483: Assessing Students for Curricular Decision-Making
- Register for and attend the High Impact Strategies (Learning Focused Schools) Training
  Website: http://www.ship.edu/COEHS/Field_Services/Office_of_Field_Services/
- Meet with your faculty cohort to discuss your progress
- Renew your NCTE student membership
- Renew your Clearances
- Participate in SU-NCTE meetings and events
- Retake Praxis Exam (as necessary)
- Apply for graduation and certification
- Enroll in EDU 495: Student Teaching (12 credits) for the Spring semester