

Minnesota State University, Mankato
Educational Studies: K-12 and Secondary Programs
Masters of Arts in Teaching or Post-Baccalaureate Program in Business Education
Graduate Teacher Licensure Programs Checklist

Admission into the Graduate School

Note: All candidates must have a Bachelor's Degree. The application process to the Graduate School and Program should be completed concurrently and needs to be completed no later than 1-2 months prior to the start of the program to ensure placement into either teacher licensure program and the K-12 Mentorship program. This information below may be found at the web sites listed at the end of this document.

- _____ Complete an application for Graduate School. (<http://www2.mnsu.edu/graduate/>).
- _____ Complete an application for MAT or Post-Baccalaureate Program.
- _____ Complete an application for Mentorship program.
- _____ To be admitted into either program, candidates must have an undergraduate GPA of 3.0 or complete either the [GRE](#) or [Miller Analogies Test](#) (**only for those candidates with an Undergraduate GPA under 3.0**). *Candidates must have GRE scores of 500 in each portion of the exam or a raw score of 50 on the Miller **Analogies Test** to be accepted into the program.*
- _____ Complete evaluation of previous coursework and a plan of study; ensure that the content specialist (Cynthia Broderick Cynthia.broderick@mnsu.edu) AH 301P) signs the plan of study in line three. (Business Education candidates also need to contact Winona State University.)

Admission into Winona State University

- _____ Apply to Winona State University <http://www.winona.edu/> Courses can be taken concurrently with those at Minnesota State University, Mankato.
- _____ Contact Dr. Jan Karjala 507-457-5601 for Business Education courses. Check the Business Education Program web site for required course list and descriptions: <http://www.winona.edu/bued>

Admission into Professional Education

Note: All candidates must complete this while taking KSP 603 at the beginning of the program.

- _____ Complete the [Praxis I](#) test (PPST) prior to applying for Professional Education. (Contact the advising office at 507-389-1217.)
- _____ Complete an application for [Professional Education](#). (Contact the advising office at 507-389-1217.)
- _____ Complete a plan of study; submit to your advisor with the appropriate signatures. (Contact your advisor or the KSP department at 507-389-1965.)
- _____ Professional Education Application Process Session during which candidates complete surveys of knowledge, skills, and dispositions, and a timed-writing prompt.

Applications are available in the College of Education Academic Advising Office, Armstrong Hall 117. Application deadlines must be adhered to for consideration for the upcoming semester's coursework enrollment. The Student Relations Coordinator and the Coordinator of Professional Education implements and monitors the Professional Education Application Process Session. The writing prompt is assessed by qualified education practitioners. The completed application packet is forwarded to the KSP department for faculty review.* Successful applications will receive a departmental recommendation for the admission.

Retention for all candidates

Note: All candidates must maintain an active portfolio throughout the program.

- _____ Maintain cumulative 3.0 GPA.
- _____ Successfully complete the evaluation of your course work, disposition, and progress at each transition point.
- _____ Successfully complete and have your pedagogical portfolio evaluated.

Admission into Student Teaching

Note: All candidates should complete the following the semester prior to student teaching. Contact the [Office of Clinical & Field Experiences](#) at 507-389-1517 for deadlines.

- _____ Meet with a content specialist and your KSP advisor for signatures on application form for Student Teaching.
- _____ Complete an application for student teaching.
- _____ Complete and pass the Praxis II test for your content area. The following web site has the additional information.
<http://www.coled.mnsu.edu/departments/Academicadvising/Praxis.htm>
- _____ Minimum GPA (2.5 for secondary k-12; 2.75 for EEC)
- _____ C or better in all courses in program
- _____ Content and Methods courses completed
- _____ Minimum 95 credits
- _____ Core assessments for demonstration of content standards mastery
- _____ Core assessments for demonstration of pedagogy standards mastery
- _____ Assessment of dispositions
- _____ Student Teaching Essay with assessment rubric
- _____ Clinical Evaluations above cutoff score
- _____ No unresolved professional concerns (identified through communication of concern)
- _____ Completion of Student Assistance Plan (when applicable)

Completion of Student Teaching

- _____ Online component of student teaching
- _____ Survey of technology, dispositions, diversity, and special education
- _____ Teacher Confidence Inventory (Pedagogy Survey)
- _____ Two focused lesson observations
- _____ Student learning analysis
- _____ Student Impact Project
- _____ Summative Evaluation for Student Teachers
- _____ No unresolved professional concerns (identified through communication of concern)
- _____ Completion of Student Assistance Plan (when applicable)

Application for licensure

Note: All candidates should complete this upon successful completion of student teaching and the Praxis II exam.

- _____ Contact Winona State University.

Starting the Capstone Project and Research Course work for the Masters Degree

Note: All candidates need to meet with their advisor prior to taking any research course work and completing their capstone project.

- _____ Contact your advisor and determine the project, issue, question that you'll address for your capstone project.
- _____ Complete one of the following research courses: KSP 609 or KSP 611.
- _____ Take KSP 610, if necessary; check with your advisor.

Awarding the Degree

Note: All candidates need to contact, discuss, and work with their committee members throughout this stage. The evaluation of the candidate's capstone experience should be on-going. Any candidate that waits until the last 3-4 weeks to contact and work with their committee members does so at their own risk and may jeopardize their completion of the degree.

- _____ Complete an application for awarding the degree
- _____ Complete Capstone experience; AP Paper, Thesis or Creative Project.

(Undergrad—would be instructed to contact Winona or I would use the information given to me).

Web Sites

MSU Graduate School (forms, information and deadlines): <http://www2.mnsu.edu/graduate/>

KSP Department: <http://www.coled.mnsu.edu/departments/KSP/index.htm>

Student Teaching: <http://www.coled.mnsu.edu/departments/clinical/index.htm>

Guidelines for Capstone Experience: <http://www2.mnsu.edu/graduate/cstudents/capstoneexp.shtml>

GRE: <http://www.gre.org/>

Miller **Analogies**: <http://marketplace.psychcorp.com/PsychCorp.com/Cultures/en-S/dotCom/milleranalogies.com.htm>

Praxis: <http://www.coled.mnsu.edu/departments/Academicadvising/Praxis.htm>

Winona State University: <http://www.winona.edu/bued/>

Resources:

College of Education Advising Office AH 117 389-1215 Cheryl Kalakian
Go here for info about the Praxis

Clinical and Field Experience Office AH 119 389-1517 Pat Harrington
Go here for information about student teaching

Teacher Licensure Office AH 118 389-1216 Gail Orcutt
Go here for question about licensure