

Advising Checklist for Professional Education Students

Student's Name: _____

Student's ID: _____

Major: _____ Minor/Endorsement: _____

Step 1 – Before Admission to Education:

- The student has taken the Minnesota NES or the MTLE Basic Skills (Reading, Writing and Math) Exams **or** They meet the ACT **or** SAT **or** GRE score requirements for entry:
 - ACT Composite ≥ 22 **and** ELA (Combined English/Writing ≥ 21)
 - 1600 SAT (New Version) Taken March 1, 2016 to present Reading + Writing: 550 and Math: 570
 - 2400 SAT (Old Version) Taken March 12, 2005 – February 28, 2016 Reading: 510 Writing: 510 Math: 520
 - Taken after August 11, 2011 Verbal Reasoning: 150, Analytical Writing: 3, and Quantitative Reasoning: 145
 - GRE Taken 2001 to August 11, 2011 Verbal Reasoning: 450, Analytical Writing: 3, and Quantitative Reasoning: 540
- If the student has not passed the Basic Skills Requirement, a **Remediation Plan is on file** (required by the state).
- The student has completed a minimum of 30 credits **or** they are on target to complete 30 credits by the end of the semester before beginning ED courses. *Preferably, all of their Liberal Education Goal Areas are complete.*
- The student has an established Cumulative BSU GPA or a Cumulative Transfer GPA average ≥ 2.5 . *Education GPA of 2.5 must be maintained throughout their program and for graduation.*
- Obtain two (2) letters of recommendation – aligned to the admission rubric – for the admission application.
- Address the writing prompts on the admission application – using the admission rubric as a guide.
- Transfer/Equivalency Forms are on file for all approved course substitutions.
- Official transcripts are on file for all external coursework accepted for Education or Content requirements.

Step 2 – After One Semester of Education Courses:

- The student has completed all 11 Liberal Education Goal Areas.
- The student has at least 42 Liberal Education Credits. A course may be used to meet more than one requirement, but the credits will only count once.
- Of the 42 Liberal Education Credits, at least 40 credits are from Goal Areas 1-10.
- The student will have 120 credits by graduation. A course may be used to meet more than one requirement, but the credits will only count once. If the student is completing two degrees (B.S. and B.A.) they need 150 credits.

Step 3 – After Two Semesters of Education Courses:

- The student has documented Field Experience in each of the Content Areas and Grade Levels of licensure – or they will by the time they complete student teaching. Grade Levels are Elementary (K-5), Middle School (6-8), and High School (9-12).

- The student has completed (or plans to take) the MTLE Pedagogy Subtests 1 and 2.*
After successful completion of ED 3350 Pedagogy.
**K-12 students may choose either Elementary Pedagogy or Secondary Pedagogy.*
Elementary student should take MTLE Elementary Pedagogy Subtests 1 and 2.
No one should take the “Early Childhood” Pedagogy tests.

Step 4 – Two Semesters Before Student Teaching:

- The student submitted Grad Plans **AT LEAST 2 semesters before student teaching.**
This allows one semester before student teaching to make up any missing coursework.
- The student has maintained a C or above in all major coursework.
- Licensure Only students have a plan of study form on file documenting how all coursework has been met.
- The student has met with the Advising Coordinator/Certification Officer at least once to make sure they have met all requirements for licensure.

Step 5 – Prior to Student Teaching:

- The student has completed (or plans to take) the MTLE Content tests required for licensure **prior** to Student Teaching.
- The student has maintained a C or above in all major coursework.
- The student has approved Grad Plans on file with BSU. Confirmation of approved Grad Plans will be required in ED 4799 The Professional Teacher (taken the semester before student teaching).

Testing Requirements for Licensure: Basic Skills, Pedagogy, and Content (for every license)

- *K-12 students may choose either Elementary Pedagogy or Secondary Pedagogy.
- ***No one** should take an “Early Childhood” exam. PrePrimary students take the PrePrimary Content Exams.
- *5-12 Science = General Science (5-8) **AND** Science Specialty (9-12 – Chemistry, Earth & Space, Life, or Physics).
- Campus Science students should take MTLE Content tests for both Middle Level Science and their 9-12 Science Specialty.
 - FasTrack students who are only completing a 9-12 Science Specialty do not need to take the Middle Level Science Content Tests.

A complete list of testing requirements is available on the BSU Professional Education Advising website.
<https://www.bemidjistate.edu/academics/departments/professional-education/advising/>

Also, please remember score reports are only released once a month.
https://www.mtle.nesinc.com/PopUp.aspx?f=HTML_FRAG/MNCBTRB_ScoreReportDates.html

Other Advising Notes:

Secondary students (5-12 and K-12) are not able to add “Endorsements” to their DARS reports. They may, however, complete the coursework, testing and field experience requirements and receive the license. It just doesn’t show up on their DARS or transcript.