

SUNY Oswego School of Education's Curriculum & Instruction Department

Semester by Semester Checklist of Requirements and Recommendations for Adolescence Education 7-12, Childhood Education 1-6 and TESOL Majors

Name: _____
School: School of Education
Department: Curriculum & Instruction
Major: _____
Concentration: _____
Degree: Bachelor of Science

Webpage: www.oswego.edu/ciadvise
C&I Advisement Center: 102 Wilber Hall
Email: ciugrad@oswego.edu
Phone: 312-5641
C&I Advising [Appointment Scheduler](#)

Semester One

- ___ Begin taking general education courses, concentration courses and cognates
- ___ Meet with your First Year Advisor at least two times during the semester:
 - ___ 1. Get acquainted (group meeting).
 - ___ 2. Review requirements with advisor, check-in about classes, goals, co-curricular activities (build your resume and explore interest areas, minors, study abroad, etc.)
 - ___ 3. Plan for next semester registration and get registration PIN; start major mapping
- ___ Get an **Advisement Form** for your specific major, with your requirements for major and concentration
- ___ Plan the sequence of courses to be taken for the next two or three semesters (or more); look at prerequisites, spring/fall only courses, etc.
- ___ Check your myOswego registration page for your registration date, check for registration holds
- ___ Register for Semester Two
 - ___ Enroll in General Education courses as planned with your advisor
 - ___ Take concentration coursework each semester
- ___ Become involved in campus and community life
- ___ Get to know at least one professor— (consider someone from the department of your concentration)
- ___ Earn a minimum overall 2.50 grade point average (GPA)
- ___ Locate and read the C&I Advisement Newsletter, available online at www.oswego.edu/ciadvise
- ___ Visit the C & I Advisement Center, 102 Wilber Hall, and become familiar with what they have to offer: office hours, appointment schedulers, information, etc.

Semester Two

- ___ Continue to take General Education, concentration and cognate courses
- ___ Continue to meet with your First Year Advisor for registration advisement and to talk about minors, majors, study abroad, etc.
 - ___ 1. Review degree requirements and ask any questions you may have
 - ___ 2. Plan for Long-Term and select courses for semester three
- ___ Register for Semester Three
 - ___ Enroll in classes as planned with your advisor
- ___ Continue involvement with campus life and community activities
- ___ Maintain at least a cumulative 2.50 GPA
- ___ Get to know another professor (major or concentration)
- ___ Read new issues of the C&I Advisement Newsletter

Semester Three

- ___ Continue to take General Education, concentration and cognate courses
- ___ Check your advisor assignment at “myOswego”, listed on your Student Profile page. Some students are reassigned after freshman year to an advisor who specializes in a particular concentration.
- ___ Meet with your advisor at least once before registration (more as needed):
 - ___ Before registration: get acquainted if you have a new advisor, review your remaining requirements and plan courses for semester four.
 - ___ Ask for a copy of the School of Education “Conceptual Framework” brochure
- ___ Register for Semester Four
 - ___ Register for general education, concentration courses and cognates as planned with your advisor
- ___ Maintain a cumulative 2.50 GPA
- ___ Read current issues of the C&I Advisement Newsletter

Semester Four

- ___ Continue to take General Education, concentration and cognate courses
- ___ Register for Semester Five
 - ___ Students who have completed 57-71 credit hours will need an “**Alternate PIN**” to register. The PIN is obtained **from your advisor** after an advising session. Plan ahead to schedule an appointment well before your registration date!
 - ___ Register for major “Block One” sequence of courses for semester five if appropriate
 - ___ Plan travel time for your first practicum placement during Block One (semester five). *Leave time for a three hour practicum and two hours of travel, once a week*
 - ___ Register for concentration, General Education and cognate courses, along with major courses
 - ___ Maintain a minimum cumulative GPA of 2.50 to be eligible to register for your major courses
 - ___ Plan to register for SSHS 1020 (Safe Schools, Healthy Students) and DASA 1020 (Dignity for All Students) workshops within the next two or three semesters to fulfill state certification and graduation requirements. Completion of SSHS 1020 and DASA 1020 is required before student teaching.
- ___ Continue to read C&I Advisement Newsletters
- ___ Information to know: 100% of your cognate courses and 80% of concentration courses have to be completed before student teaching. Grades of C- or higher are required in all major, concentration and cognate courses.

Semester Five (Block One)

- ___ Begin education “Block One” courses, along with General Education, concentration and cognates
- ___ Continue to meet regularly with your advisor:
 - ___ Meet before registration to check on progress, remaining requirements and plan for remaining courses
- ___ Register for Semester Six
 - ___ Continue Block sequence and plan time to travel to your placement next semester. *Leave time for a two-three hour practicum and up to two hours of travel once a week.*
 - ___ Continue general education, concentration and cognate requirements
 - ___ Maintain a minimum cumulative 2.50 GPA to be eligible to register for your major courses.
- ___ Complete fingerprinting requirement for certification (Identigo). Information available at the C&I Advisement Center or online at nysed.gov. Fingerprinting **must** be completed before student teaching.
- ___ Begin to select samples of your work (for a portfolio you might use for the job search, grad school entrance, etc.) Examples might be to include exceptional work, work samples from field placements, methods and student teaching; certificates, honors and awards, etc.
- ___ Continue to read C&I Advisement Newsletters

Semester Six (Block Two)

- ___ Take Block Two courses, along with General Education, concentration and cognate classes

- ___ Continue to meet regularly – at least once each semester - with your advisor
 - ___ Plan for the remainder of your program
 - ___ Make sure you are up-to-date with all requirements, etc.
- ___ Count credit hours. You will need a minimum of 120 credit hours to graduate (check Degree Works audit).
- ___ Continue collecting work samples
- ___ Make plans to complete SSHS 1020 and DASA 1020 workshops, if not already completed.
- ___ Make plans to take the **NYS Certification Tests; register for tests online**
 - *Content Specialty Test (CST)*; and*
 - *Educating All Students (EAS) exam.*
- ___ www.nystce.nesinc.com. Most exams are taken later in or after “Block 3” coursework or during student teaching semester. *Childhood Education majors take the “Multi-Subject Grades 1-6 CST”, Adolescence Education and TESOL majors take the CST in the area of concentration (mathematics, English, etc.).
- ___ Register for Semester Seven
 - ___ Register for appropriate Block sequence classes
 - ___ Finish General Education requirements, concentration requirements, electives, etc.
- ___ Complete fingerprinting requirement for certification ([IdentoGO](#)).
- ___ Student Teaching applications are available during the last month of the semester. Find specific application information and due dates from the Clinical Practice and Partnerships Office, there is information available on the [webpage for C&I Student Teaching](#). To be eligible for student teaching, you must have completed: 100% of your cognate courses, 100% of your education major core courses (with the exception of Block Four courses), and 80% of your concentration courses; all major, cognate and concentration courses must be completed with C- or better; and a cumulative GPA of 2.50 or better.
- ___ File online for graduation in myOswego, then make an appointment with your major and minor advisor(s) to review and sign your senior checklist. Ms. Kyle and Mrs. Smith meet with most C&I majors for senior checklist appointments.
 - ___ Sign in at www.oswego.edu/myoswego
 - ___ Click on “Student Records”
 - ___ Click on “Apply for Graduation” and complete the required information
 - ___ Make an appointment with Ms. Kyle or Mrs. Smith to review and sign your senior checklist.

Note: Advisees of Dr. O’Toole and Dr. Russo complete senior checklists with them.

Semester Seven (Block Three)

- ___ Take Block Three courses
- ___ Complete concentration, cognate and General Education course work.
- ___ Student Teaching application is due at the beginning of the semester (hand in by deadline date).
- ___ Register for and take certification exams as advised or appropriate
- ___ Meet with Ms. Kyle or Mrs. Smith to **review** and **sign** your senior checklist, if not already completed.
- ___ Continue collecting/updating professional portfolio materials
- ___ Register for Semester Eight courses (Block Four—Student Teaching)
 - ___ Student Teaching: ADO 420 and ADO 421 **OR** CED 420 and CED 421
 - ___ Professionalism and Social Justice Seminar (2 cr) - EDU 430
 - ___ Set up an account on the **NYS TEACH** website.
- ___ Complete fingerprinting requirement for certification ([IdentoGO](#)).
- ___ Begin to think about Graduate Studies

Semester Eight (Block Four)

- ___ Successfully complete all Block 4 courses
- ___ Attend required Student Teaching Meetings/Workshops
- ___ Pick up your cap and gown for graduation at the College Bookstore

- ___ Apply for NYS Teacher Certification after receiving your diploma and submitting the signature form to Registrar's that allows the college to release your transcripts and recommendation for certification to your NY TEACH account.
- ___ Additional information about applying for certification is available online at:
<https://www.oswego.edu/education/certification>
- ___ Apply to graduate school if desired

Graduation Requirements:

- ___ SSHS 1020
- ___ DASA 1020
- ___ Writing course from concentration area
- ___ Foreign language requirement through the equivalent of SUNY Oswego 102 level
- ___ Minimum of 120 credits
- ___ 100% of concentration, major core, major cognates and general education courses
- ___ Grades of C- or better in major core, major cognate and concentration courses
- ___ 2.50 minimum cumulative GPA

State Certification Requirements:

- ___ SSHS 1020
- ___ DASA 1020
- ___ New York State Teacher Certification Exams
 - ___ CST (Content Specialty Test)
 - ___ EAS (Educating All Students test)
- ___ Foreign language requirement
- ___ Apply for initial teaching certificate upon graduation
- ___ Fingerprinting
- ___ Recommendation of a qualified university/college upon degree completion

Congratulations and best wishes for a successful career!