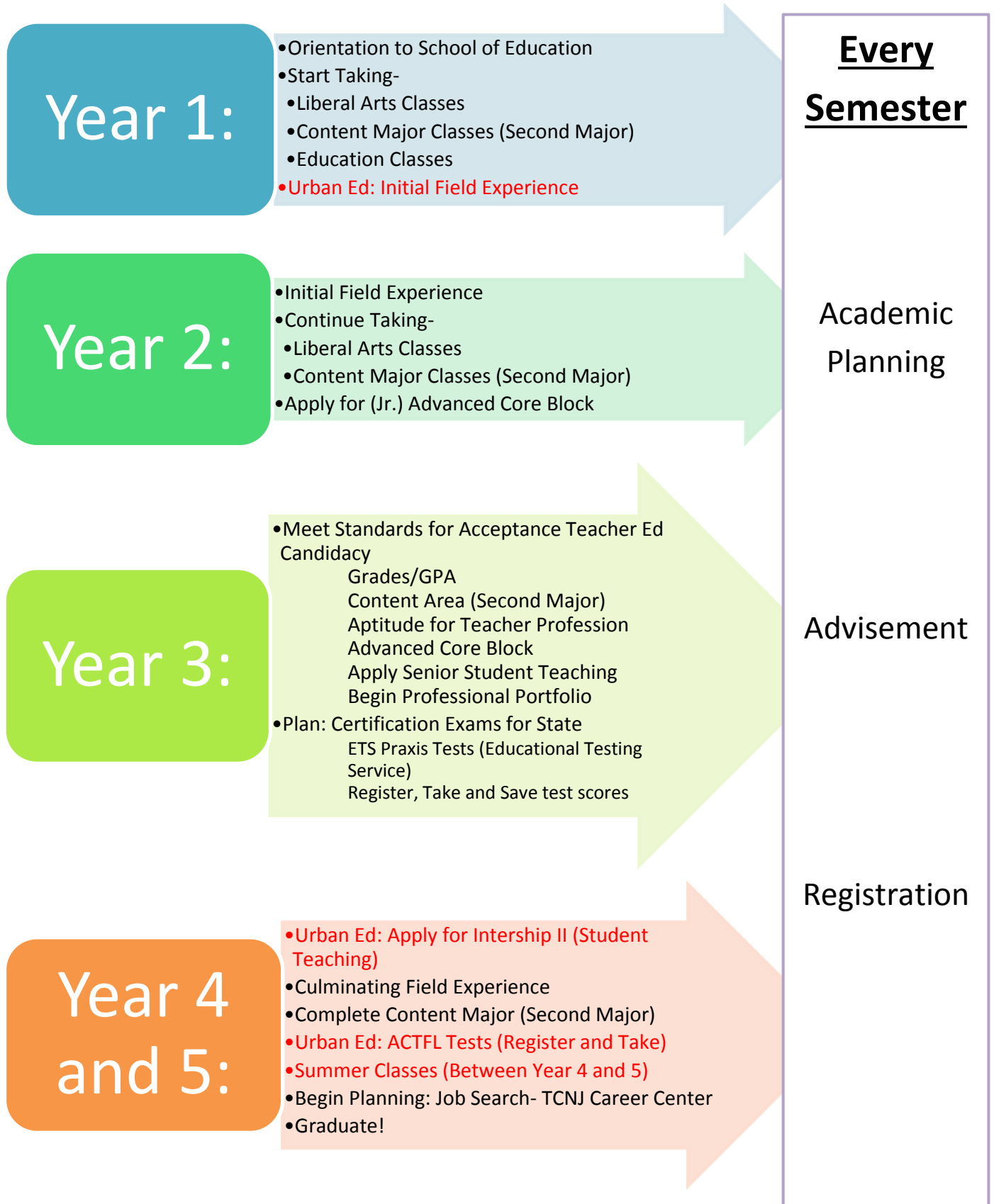


TCNJ Elementary and Early Childhood Education Programs



Checklist for Undergraduate Students in Programs of Teacher Education

On-going student responsibilities

Meet with advisor each semester to plan courses for the upcoming semester, update your control sheet and discuss academic issues, progress and career plans.

Your academic records folio (3 below) should include this sheet, a program planner, grade reports, department information, College bulletin, TCNJ Student Handbook, and other academic records. Retain copies of important letters and memos related to courses taken, waived, etc. Many departments provide guidance in development of the professional portfolio (4 below). This portfolio will document professional education coursework, experiences, and reflection.

Read this handbook thoroughly. Keep in mind that the College Undergraduate Bulletin states, "Students are responsible for meeting all major and degree requirements and for seeking regular academic advice."

First year level – Applicant

___ 1. Become acquainted with advisor. Every semester, meet with advisor to plan courses for the upcoming semester, review accomplishments, and discuss plans.

___ 2. Enroll in and successfully complete introductory education course (if applicable in your program).

___ 3. Begin academic records folio.

___ 4. Begin professional portfolio.

Sophomore level – Applicant

- ___ 5. Enroll in and successfully complete sophomore field experience course.
- ___ 6. Complete Application for Admission to Program of Teacher Education according to information received.

Junior Level – Candidate

- ___ 7. Receive acceptance into program of teacher education. (NJ cumulative GPA: 2.75)
- ___ 8. Enroll in and successfully complete junior professional experience.
- ___ 9. Attend department meeting during junior year to prepare for student teaching. Verify with your advisor that prerequisites and standards are met.
- ___ 10. Complete application for student teaching. Submit to department by the deadline.

Senior level – Pre-Professional

- ___ 11. Enroll in and successfully complete student teaching.
- ___ 12. Register for and take appropriate Praxis tests, if needed for your area of certification.
- ___ 13. Contact the Office of Career Services for information about your credentials file, job search, and on-campus interviews.
- ___ 14. At the start of (if not before) the final semester, apply to graduate through the Office of Records and Registration.

___ 15. During the final year, complete School of Education “Capstone” process.
(Currently under development)

___ 16. During the final semester, apply for N.J. teacher certification through the STEP Office. Teacher education candidates entering their junior year on or after September 2000 are now required to have a final minimum 2.75 GPA for N.J certification.

Responsibilities of the Advisor and the Advisee

The relationship between advisor and advisee is one of shared responsibility. Though you as a student are ultimately responsible for the choices you make in college, we realize that in order to make informed decisions, students need the mentoring and advice of academic advisors and others in the TCNJ community. Your academic advisor is your primary resource regarding academic issues, opportunities, and programs and could perhaps be thought of as the coordinator of your education's experiences.

For Advisors

- To clarify college policies, regulations, programs, and procedures about which you may have questions
- To be available to meet with you each semester
- To keep regular office hours and be adequately available to meet with you
- To offer advice on selecting courses and to assist you in developing an academic plan that satisfies degree requirements
- To assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests. (This includes course load and factors such as academic background, program demands, employment or personal commitments)
- To be a responsive listener and to refer you to appropriate support services within the college when needed

- To discuss your academic performance and the implications of your performance for the undergraduate programs, graduate programs and professional programs you desire to pursue
- To help you identify special needs and acquaint you with services and programs provided by TCNJ
- To refer you to other services, departments, and specific individuals as special needs are identified
- To help you to explore your interests, abilities, and goals and to relate them to academic majors
- To monitor your progress towards educational goals and keep accurate, up-to-date records of your academic progress
- To respect your right to privacy of educational records and discuss your confidential information only with appropriate individuals and for the purpose of serving your best interest
- To help you assume responsibility for your decisions and your actions
- To be knowledgeable about career opportunities and to refer you to Career Services as needed
- To offer you the opportunity to participate in a mentoring relationship which will help you to become more independent and self-directed

For Students

Advisors can help you understand fully all of your options and avoid needless mistakes, but only if you take the initiative to seek their advice. Your responsibilities in the advising relationship are:

- To take the initiative to contact your advisor. Be mindful of the need to work with advisors during posted office hours; take the initiative to make other arrangements when necessary
- To have and be familiar with the College Bulletin, the appropriate Program Planner, an unofficial copy of your transcript and specific department policies
- To prepare a list of questions or concerns before each meeting with your advisor. Have a tentative written schedule prepared if you are registering

- To gather all relevant decision-making information
- To seek sources of information which will assist you in making academic/career decisions
- To ask questions! If you don't understand a policy or procedure, ask questions until you do understand. Be knowledgeable about policies, procedures and requirements
- To be familiar with the requirements of the major(s) which you are pursuing, and to schedule courses each semester in accordance with those requirements
- To be aware of the prerequisites for each course that you include in your semester schedule and to discuss with your advisor how prerequisites will affect the sequencing of your courses
- To follow college procedure for registering courses and for making adjustments to your class schedule
- To observe academic deadlines. Don't miss deadlines. Know when to register and when to drop or add classes. Set up appointments with your advisor well in advance of these deadlines
- To obtain, complete and process all necessary forms and signatures required for registration, course changes, or related affairs within specified deadlines
- To keep your advisor informed about changes in your academic progress, course selection, and academic/career goals
- To keep a personal record of your progress towards your degree. Organize official university documents (**Undergraduate Bulletin, Schedule of Classes, Program Planner, etc.**) in a way that enables you to access them when needed
- To participate fully in the courses for which you are registered by completing assignments on time and attending class
- To understand academic performance standards, academic probation, academic dismissal, and to know GPA requirements
- To notify the college if your address or phone number changes and to read your college mail, including e-mail

- To inform your advisor or the Dean's Office immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education and to perform your best work
- To make final decisions and be actively responsible for your academic career