



College of Education
MICHIGAN STATE UNIVERSITY

2018-19 ACADEMIC ADVISING GUIDE

SECONDARY EDUCATION





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SPARTANS WILL.

Welcome from the Teacher Education Advisors!

Dear Students,

Welcome to Michigan State University's Academic Orientation Program (AOP), and specifically, welcome to the College of Education. The College of Education at MSU has a mission of Leadership, Scholarship, and Service.

We prepare professionals for leadership roles in education. Teaching is central to our scholarly identity and to the way we serve the educational needs of communities. We strive to develop and implement excellent, dynamic programs for the preparation of educators.

We seek to understand, reform, and improve education. We study the processes of human learning and development. We move beyond analysis to promote education policy reform and assist in implementation. We seek to improve the conditions of learning and teaching for everyone in a technological society. We conduct comprehensive, rigorous research that addresses the needs and problems of practice. We strengthen connections between theory and practice through partnerships with schools and communities.

We examine issues of education across the lifespan. We seek to understand how children and adults learn and develop, and how educators can best use that knowledge for the benefit of all learners. We recognize that all educators are themselves learners and we are committed to providing opportunities for their continuous professional development. We strive to sustain our college as a scholarly community for students, faculty, and staff.

We are very pleased that you have joined the MSU and COED family, and look forward to collaborating with you to achieve your academic, career, and life goals!

Sincerely,

The Teacher Education Advising Team

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Academic Advising for Secondary Education

Secondary teacher candidates complete undergraduate degrees in their subject matter major. Students should continue to see their major advisor for most questions regarding course planning and graduation.

Secondary teacher candidates are welcomed and encouraged to work with advisors in the College of Education Student Affairs Office regarding issues specific to their teacher certification and career planning. Questions about the program requirements, certification requirements, and continuing education requirements for certified teachers can be directed to any of the College of Education advisors. Contact the College of Education Student Affairs Office with questions or to schedule an appointment.

Primary Advisor:

- Major Advising
- Degree Requirements
- University Requirements

TE Advisor:

- Anything TE Related
- TE Classes
- Teaching Minor
- Certification
- Internship

How to Make an Appointment with a Teacher Education Advisor

- Go to <https://msu.campus.eab.com>
- Click **Get Advising** in the upper right corner of the Student Success Dashboard
- Select **Education College Advising**
- Follow the steps to create an appointment
- Make sure to fill out all of the information
- You and your advisor will receive a confirmation email
- Mark your appointment down in your calendar
- Arrive to your appointment early or on time!

Certification for Secondary Education

The Secondary Teacher Preparation Program at Michigan State University is a five-year program with an emphasis on preparing knowledgeable, skillful, and professional secondary teachers.

You will develop deep content knowledge in the subject(s) you plan to teach in sixth through twelfth grade (6-12), take courses on the most effective teaching practices, and experience a full-year, guided teaching internship in a public school after completing the bachelor's degree.

Students pursuing secondary certification (grades 6-12) earn degrees in the departments/colleges of their teaching majors and must complete all of the requirements. Endorsements on a Michigan secondary certificate indicate that the certificate holder is highly qualified to teach those subjects in the State of Michigan.

Michigan State University only certifies teachers for the State of Michigan. However, after getting certified in Michigan it is possible to apply for certification in another state. For more information on certification out of state go to: <http://certificationmap.com/>

Certifications Include:

Grades 6 - 12:

Teaching major

Teaching minor (optional)

Kindergarten - 12th Grade:

Music Education

Art Education

Secondary Teaching Majors

Agriculture, Food & Natural Resources Education ¹	History Education ¹⁰
Arabic ¹¹	Japanese
Art Education ^{2, 8, 15}	Mathematics (BA) (BS)
Biological Science ⁷	Music Education ^{2, 8, 15}
Chemistry (BA) (BS) ⁷	Physical Science ^{6, 7, 8}
Chinese ¹¹	Physics (BA) (BS) ⁷
English	Social Science Education: IDS ^{4, 8}
French	Social Science-James Madison ^{3, 4, 8}
German	Spanish

Must have a 2.50 GPA or higher in the teaching major

Secondary certification students must complete coursework for at least one approved teaching major. It is essential that students meet with advisors in their degree majors to discuss degree requirements and additional or alternate requirements that may be specific to students pursuing teacher certification.

Clarifications

1. Group Subject Area (Major must have a minimum of 36 credits; Minor must have a minimum of 24 credits to meet Michigan Department of Education requirements)
2. Secondary Level (K-12 subject area)
3. James Madison major in Comparative Cultures and Politics, International Relations, Social Relations & Policy, or Political Theory & Constitutional Democracy
4. Leads to certification in Social Studies
5. The Integrated Science ("DI") endorsement may be completed in lieu of a teaching minor when combined with an approved teaching major in one of the following areas: biology, chemistry, earth science, physics or physical science. The DI can also be an additional, extra endorsement area for teachers or teacher candidates when paired with an approved teaching major or minor in one of the sciences.
6. Physical Science Interdepartmental major leads to the Physical Science ("DP") endorsement which qualifies a teacher to teach chemistry, physics, and physical science.
7. An additional endorsement in Integrated Science ("DI") can be earned in combination with this science major or minor. See the requirements for the Integrated Science Endorsement.
8. Comprehensive teaching major (50 or more credits).
9. The TESOL/English as a Second Language minor must be paired with a core academic major. All of the current secondary teaching majors available at MSU are considered core academic subject areas (or sub-areas of core areas) with the exception of Agriculture, Food and Natural Resources Education. Thus, those non-core teaching majors cannot be paired with TESOL as a teaching minor.

Secondary Teaching Minors

Agriculture, Food & Natural Resources Education ¹	History ¹⁰
Arabic	Integrated Science Endorsement (“DI”) ⁵
Biological Science ⁷	Japanese
Chemistry ⁷	Mathematics
Chinese	Physics ⁷
Earth Science ⁷	Political Science ^{10, 13}
Economics ^{10, 13}	Psychology
English	Spanish
French	Teaching English to Speakers of Other Languages (TESOL) ^{9, 12, 14}
Geography ^{10, 13}	
German	

Must have a 2.50 GPA or higher in the teaching minor

Students with one or more secondary minors in subject areas that differ from their major must enroll in TE 409 concurrent with TE 408. Music Education and Art Education students do not take TE 407/408, but must take TE 409 if they opt to complete a teaching minor.

Clarifications Continued

10. Students in these majors and minors are encouraged to add an additional endorsement in Social Studies (“RX”) to increase versatility and marketability in teaching.
11. Available for Secondary Education, Elementary Education, and K-12 certification (K-12 requires a major in this language).
12. Admission to this teaching minor may be space-limited.
13. Available only to students pursuing a major in Interdisciplinary Studies in Social Science: Social Science Education (IDS SSE), History Education, or a James Madison major in Comparative Cultures and Politics, International Relations, Political Theory and Constitutional Democracy or Social Relations and Policy.
14. Students should plan to take TE 494 during the senior year (concurrent with TE 407 or TE 408). The field placement is arranged; the course is online. To enroll, the TESOL Project Agreement Form must be completed.
15. Art Education and Music Education students who opt to add a teaching minor are required to take TE 409. a one-credit pedagogy course, related to the minor area.

Teacher Education Studies Courses

The following courses are required for students pursuing secondary-level certification. Additional courses are required during the 5th year teaching internship (TE 501, TE 801, TE 802, TE 502, TE 803 and TE 804).

Course	Course Title	Credit
TE 150	Reflections on Learning	3
TE 250	Human Diversity, Power, and Opportunity in Social Institutions	3
TE 302 junior year	Learners and Learning in Context	4
TE 407 (Most Majors)	Teaching Subject Matter to Diverse Learners	5
STA 481 (Art Ed Only)	Art Experiences with Children & Youth I	5
TE 496 (Music Ed Only) fall senior year	Becoming A School Music Teacher	3
TE 408 (Most Majors)	Crafting Teaching Practices	5
STA 482 (Art Ed Only)	Art Experiences with Children and Youth II	5
MUS 495 (Music Ed Only) spring senior year	Student Teaching in Music	9
TE 409 spring senior year	Crafting Teaching Practices in the Secondary Teaching Minor	1

**Must maintain a 2.5 overall GPA in Education courses,
with no individual grade below 2.0**

Student Organizations for Future Teachers

<http://studentlife.msu.edu/>

Friendship

FriendShop is a club consisting mostly of education majors that organizes monthly activity afternoons at the East Lansing Public library with the goal of providing an engaging, free, and fun resource for the local community. As an organization we strive to connect meaningfully with our East Lansing neighbors, promoting an environment where children, families, and MSU students can come together to play, create, and read. <https://msufriendshop.wordpress.com/who-are-we/>

Kappa Delta Pi

Kappa Delta Pi is an international honor society of, about, and for educators. Invitation to membership is based on high academic achievement, a commitment to education as a career, and a professional attitude that assures steady growth in the profession. Monthly speakers and chapter service projects foster professional development among members. <https://kdpatmsu.wordpress.com/>

MSU Future Social Science Educators (MSU FSSE)

For students seeking to build their resume as a future teacher, MSU FSSE is a campus group that works toward producing strong and experienced teachers. The group has many professional development opportunities as well as volunteer, fundraising, and social activities. While FSSE is focused on social studies education, the group accepts anyone interested in various areas of education, and most group activities can be helpful to any education student. <http://fssemsu.wixsite.com/fsse>

Read to Succeed

Read to Succeed gives students the opportunity to volunteer as tutors for local children who are struggling with reading and writing. As part of the MSU Student Literacy Corps, the program serves elementary school students in East Lansing and Lansing before and after school, and there is an evening option for K-12 students from other school districts. For more information, contact Pat Williams at (517) 420-1849 or (517) 485-4949. MSU students must go to 347 Erickson Hall to sign up and attend a training session before they can begin tutoring. <http://www.thereadingpeople.org/>

Student Council For Exceptional Children (SCEC)

MSU SCEC is the student chapter of the national Council for Exceptional Children (CEC). The CEC "works to improve public policy affecting children and youth with disabilities and gifts and talents, their parents and the professionals who work with them, at all levels of the government." As the student chapter, we strive to follow this example by fundraising and volunteering in the community. <https://msuscec.weebly.com/>

Student Michigan Education Association (SMEA)

SMEA is the student chapter of the Michigan Education Association (MEA) and the National Education Association (NEA). It is a pre-professional organization that provides community service and professional development opportunities to teacher preparation students. If you would like to learn more about the field of teaching and get more experience working with children, SMEA is the organization for you! Contact smea@msu.edu or visit the SMEA website for more information.

Tomorrow's Educators for the Advancement of Multiculturalism (TEAM)

This student organization provides opportunities for students interested in teaching to promote diversity, both within and outside the classroom, through academic and civic engagement.

<http://msuteam.weebly.com/>

Application and Admissions to the Teacher Preparation Program

Application Process to the Teacher Preparation Program

Criteria for admission to the teacher preparation program include (but are not limited to):

- Commitment to teaching and dispositions that support learning to teach
- Disposition to teach students from all backgrounds, including students in poverty, students in urban settings, and students with special needs
- Commitment to inclusion, equity, and social/educational justice
- Academic accomplishments and promise

Eligibility:

The undergraduate application process is intended for MSU undergraduates who (1) are currently enrolled; (2) will have earned at least 28 credits by the end of the Fall Semester of application; (3) will have a cumulative GPA of at least 2.5 at the end of the Fall Semester of application; (4) have demonstrated (or will demonstrate during the Fall Semester of application) basic skills in reading, writing, and mathematics on the SAT (taken March 5, 2016 or later) or another test approved by the Michigan Department of Education (see p. 10); and (5) wish to be considered for admission to the teacher preparation program during the Spring Semester following application.

Applicants should understand that meeting minimum requirements makes their complete application eligible for consideration. It does not guarantee admission. Each application receives a thorough and holistic review by several evaluators.

Online Application:

The undergraduate application is open only during the fall semester. The application will open the day after Labor Day. Please note that for some applicants, additional paper materials may be required (see below).

Experience:

Students applying for admission to Special Education must complete a pre-admission experience and submit documentation to 134 Erickson Hall before the end of the first week of spring semester of the year they apply. No documentation is required for Elementary or Secondary, but experience is helpful for the essay.

Acceleration Grids

Applicants who have earned 56 or more credits (junior standing) before the beginning of Fall Semester of 2018 and who plan to graduate and meet all internship requirements by Spring or Summer 2020, should complete a Secondary Acceleration Grid. Other applicants are not eligible to accelerate. Your major advisor must sign the form. You will not be eligible to accelerate your program if you do not submit a signed Acceleration Grid before the deadline.

UECP and GECP Students:

Students admitted to UECP and GECP are required to meet all admission requirements. However, they are not required to complete the entire application for admission to the teacher preparation program.

For a full outline of application requirements: <http://education.msu.edu/teacher-preparation/applying/applying-msu-students.asp>

Test Scores Required for Admission

The Michigan Department of Education (MDE) requires that all teacher candidates meet SAT "college and career readiness" standards in reading, writing, and mathematics. The MDE accepts only the current version of the SAT, taken March 5, 2016 or later.

SAT scores required for admission are:

Evidence-Based Reading and Writing: 480 or higher

Mathematics: 530 or higher

If you have already taken the SAT (current version) and have scores that are considered passing, you have met the testing requirement. If you have not taken the SAT (current version) or your scores do not meet the passing criteria established by MDE, you will need to take or retake the SAT. Applicants must take the entire SAT. Taking only portions of the SAT will make it impossible for us to use the results for admission to the teacher preparation program. Taking the additional Writing test is not necessary.

Alternative Test Scores Acceptable for Admission

Applicants may also use scores from the Michigan Test for Teacher Certification (MTTC) Professional Readiness Exam (PRE) and ACT scores (see below) from tests taken before September 23rd, 2017. A passing SAT score (current version only) may be combined with passing PRE scores and/or passing ACT scores (taken before 9/23/17) until October 1, 2025. If you have taken the PRE, ACT, and/or SAT more than once, we will use your best score in each subarea across multiple test dates.

The Michigan Department of Education will allow teaching candidates to use the following ACT scores taken before September 23rd, 2017:

Reading: 22 (or higher)

Mathematics: 22 (or higher)

English + Writing: 22 (or higher)

Please consult with an academic advisor to discuss these alternative pass measures

More information about test scores required for admissions can be found on the College of Education application website, here: <http://education.msu.edu/teacher-preparation/applyingapplying-msu-students.asp>

Urban Educators Cohort Program (UECP)

What is UECP?

The Urban Educators Cohort Program gives students a distinct perspective on teaching in communities where resources and services are often limited. Through two years of focused coursework and guided teaching experiences, UECP helps prepare educators who are uniquely qualified to teach in urban school districts, addressing the needs of all learners.

Why Join UECP?

Students attending the nation's urban schools deserve teachers who will remain committed to the job no matter how school budgets and reform efforts fumble. They need teachers who know how to cultivate the resources and potential others may fail to notice—so that all learners have the best chances to succeed. Those teachers are starting their preparation through the Urban Educators Cohort Program at Michigan State University.

What Do Urban Educators Do?

Members of the close-knit program spend their freshman and sophomore years at MSU together visiting real classrooms and taking specialized courses together. They receive all the benefits of the nation's top-ranked teacher preparation program, with a distinctly urban focus.

Urban educators:

- Appreciate sociocultural issues
- Understand structures of power, privilege, & poverty
- Embrace cross-cultural differences
- Create inclusive learning environments
- Connect with families & communities

How Do I Apply?

Talk to your academic advisor during AOP!

What Classes Do I Take for UECP?

Cohort members move through freshman and sophomore years as a cohesive group, taking special sections of teacher education courses together. The classes are specifically designed to help students understand social, cultural, and financial issues associated with urban schools. Students move into the formal teacher preparation program at MSU during their sophomore year.

Freshman Year				
Fall Semester	TE 250	Human Diversity, Power, & Opportunity in Social Institutions	3 credits	Sections: 005, 006, 007
Spring Semester	TE 150	Reflections on Learning	3 credits	Sections: 023, 024, 025
Sophomore Year				
Fall Semester	CEP 240	Diverse Learners in Multicultural Perspectives	3 credits	Sections: TBD
Spring Semester	TE 291A	Special Issues in Urban Education	2 credits	Sections: TBD

UECP is only available to incoming freshmen!

For more information: <http://education.msu.edu/teacher-preparation/urban/>

Global Educators Cohort Program (GECP)

What is GECP?

The Global Educators Cohort Program (GECP) prepares future teachers who are committed to preparing today's children for tomorrow's world. The Global Educators Cohort Program (GECP) gives future educators the tools they need to teach with a global view and to make an impact in today's classrooms, which are increasingly culturally diverse. Through social and educational experiences, MSU's Global Educators are prepared to help young people think about themselves as citizens and stewards of the world around them.

Why Join GECP?

New teachers can expect to enter classrooms that are increasingly culturally diverse, whose students not only need a strong foundation in core academic subjects, but also need to acquire the knowledge, skills, and points of view necessary to interact successfully across a variety of cultural groups as well as grapple with issues and problems whose causes and foundation are more complex than ever before, that cross local, national, and international boundaries, and whose solutions require new approaches to problem solving.

What Do Global Educators Do?

Members of the close-knit program spend their freshman and sophomore years at MSU together visiting real classrooms and taking specialized courses together. They receive all the benefits of the nation's top-ranked teacher preparation program, with a distinctly global focus.

Global educators will be specially qualified to bring the world to their students by:

- Teaching abroad
- Teaching in magnet schools
- Teaching in other programs that emphasize international, global, or multi-cultural perspectives

How Do I Apply?

Talk to your academic advisor during AOP!

What Classes Do I Take for GECP?

Cohort members move through freshman and sophomore years as a cohesive group, taking special sections of teacher education courses together. The classes are specifically designed to help students understand international, global, or multi-cultural perspectives. Students move into the formal teacher preparation program at MSU during their sophomore year.

Freshman Year				
Fall Semester	TE 250	Human Diversity, Power, & Opportunity in Social Institutions	3 credits	Sections: 010, 011, 012
Spring Semester	TE 150	Reflections on Learning	3 credits	Sections: 026, 027, 028
Sophomore Year				
Fall Semester	TE 352	Immigrant Language & Culture	3 credits	Sections: TBD
Spring Semester	TE 291A	Special Issues in Global Education	1 credits	Sections: TBD

GECP is only available to incoming freshmen!

For more information: <http://education.msu.edu/teacher-preparation/global/>

Ideas for Exploring, Discovering and Connecting at MSU

YEAR 1	YEAR 2	YEAR 3	YEAR 4
<p>Start exploring your options.</p> <p>ACADEMIC SUCCESS</p> <ul style="list-style-type: none"> Get to know your academic advisor Meet with peer advisor or success coach Review AQD Advising Guide Develop time management strategies Seek help from instructors, TAs, and help booths <p>CAREER EXPLORATION</p> <ul style="list-style-type: none"> Get to know your career advisors Register on Handshake Explore career paths for your major Attend a career exposure event such as Making 10K connections <p>COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> Attend a One Book, One Community event Check out MSU's Outreach and Engagement website Explore community events <p>GLOBAL/CULTURAL AWARENESS</p> <ul style="list-style-type: none"> Attend the Education Abroad Fair Attend an INTRULE discussion in your residence hall Get to know your Intercultural Aide <p>LEADERSHIP & INVOLVEMENT</p> <ul style="list-style-type: none"> Discover student organizations at College Colloquium or Spiriticipation and attend a meeting Explore undergrad research at MSU Attend a floor event in your hall 	<p>Chart your path.</p> <p>ACADEMIC SUCCESS</p> <ul style="list-style-type: none"> Set goals with academic advisor Introduce yourself to a faculty member during office hours Discuss study strategies with academic peer advisors Investigate elective and minor options <p>CAREER EXPLORATION</p> <ul style="list-style-type: none"> Create/update resume and meet with a career peer advisor to discuss it Find an opportunity to job shadow Use Handshake to discover a career event or on-campus opportunity <p>COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> Volunteer through MSU Service-Learning See what's happening at the Rock Check out MSU's Outreach & Engagement website <p>GLOBAL/CULTURAL AWARENESS</p> <ul style="list-style-type: none"> Explore COE Education Abroad options Attend an OISS event or College of Education International breakfast Go to an OCAT event that celebrates a different culture <p>LEADERSHIP & INVOLVEMENT</p> <ul style="list-style-type: none"> Become active within student organizations Attend an undergrad research workshop Become a tutor or mentor 	<p>Make the most of your opportunities.</p> <p>ACADEMIC SUCCESS</p> <ul style="list-style-type: none"> Plan for degree completion with academic advisor Use Degree Navigator to track progress Form a study group with peers <p>CAREER EXPLORATION</p> <ul style="list-style-type: none"> Explore internship options Attend a career fair or networking event related to major or career interests Discuss post-graduation plans with career advisor Engage with an alum from your major <p>COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> Volunteer as a tutor with the Read to Succeed program Consider an alternative spring break Advocate for a cause you believe in <p>GLOBAL/CULTURAL AWARENESS</p> <ul style="list-style-type: none"> Study Abroad or Study Away Attend the Learning Abroad Conference Have lunch with a peer from another culture <p>LEADERSHIP & INVOLVEMENT</p> <ul style="list-style-type: none"> Take on student org leadership Volunteer with a faculty member's research Take on leadership roles within your work and/or academic space 	<p>Make lasting connections for your future.</p> <p>ACADEMIC SUCCESS</p> <ul style="list-style-type: none"> Meet with advisor for grad check Plan for life after MSU Review progress toward TE internship or grad school admission Apply for graduation the semester before commencement <p>CAREER EXPLORATION</p> <ul style="list-style-type: none"> Seek job options or graduate schools that meet your career goals Network at career fairs and conferences Participate in mock interviews Finalize resume, cover letter, references Stay in touch through Destination Survey <p>COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> Focus on building community to support life after MSU Connect with MSU Alumni groups in your future geographic region <p>GLOBAL/CULTURAL AWARENESS</p> <ul style="list-style-type: none"> Reflect on your global and cultural experiences & learn to articulate them Volunteer with OISS Present at Learning Abroad Conference <p>LEADERSHIP & INVOLVEMENT</p> <ul style="list-style-type: none"> Serve on a student panel for the college conference Attend a professional organization conference Present research at UURAF

Secondary Education Student

studentsec@msu.edu

810-555-5555

Be sure to let the reader know you are planning to become a teacher. Your major may not clearly reflect that.

Michigan State University, East Lansing MI
Bachelor of Arts, Spanish

- *Secondary teacher education track*
- *Global Educators Cohort Program*

Education

When you're ready, try having a part-time job in college to show employers you are responsible and can manage your time. Choose one that relates to your area of study to help determine that your major is the right fit.

May 2022

Carman-Ainsworth High School, Flint, MI
GPA: 3.5/4.0

Once you gain more college experience you won't need to list your high school or experiences prior to coming to MSU anymore.

Experience

MSU Center for Language Teaching Advancement, East Lansing, MI
Student Assistant

August 2018-Present

- Communicated effectively with students, faculty, and staff to provide excellent customer service.
- Prepared materials for language testing and conferences.
- Collaborated with supervisor to develop ways to better organize information for easier access.

Avoid only highlighting "jobs" on your resume. Valuable experiences can also be volunteer, research, or leadership-based. Choose those that have helped you gain transferrable skill sets.

High School Summer Study Program, Ensenada, Mexico
Participant

June 2017-August 2017

- Travelled to Ensenada, Mexico during a 6-week high school exchange program.
- Gained experience working with diverse classmates to prepare group presentations for class of 30 students.
- Utilized Spanish-speaking skills to effectively communicate with host family and other native speakers.

J's Cone Zone, Grand Blanc, MI
Ice Cream Associate

April 2016-August 2018

- Provided friendly customer service in a family environment.
- Only high school student invited to handle daily cash transactions over \$500.
- Monitored inventory and assisted manager by reordering supplies when needed.

Get involved at MSU. Successful students join organizations and often take on leadership positions before graduating.

Extracurricular Activities

Student Michigan Education Association (SMEA), Member

September 2018-Present

Habitat for Humanity, Volunteer

Spring 2018

National Honors Society, Member

August 2016-June 2018

Varsity Tennis Team, Athlete

Fall 2015-Fall 2018

Skills

Proficient in Microsoft Office: Word, Excel, PowerPoint, Access; Adobe InDesign & Photoshop

Need more help with your resume? Make an appointment with a career advisor by logging on to Handshake at [MSU.joinhandshake.com](https://msu.joinhandshake.com)



handshake

What is Handshake?

Handshake is your one-stop-shop for all things career-related. It allows you to easily:

- Explore majors and career paths
- Sign up for workshops and events
- Learn about career fairs
- Connect with professionals
- Find job and internship opportunities
- Search career resources

All Jobs (part-time, on and off-campus, full-time and internships), Career Fairs, Employer Events, Off-Campus Career Events, and CareerAdvising Appointments will be posted on Handshake.

5 steps to get started with Handshake

Log in to Handshake. Go to [MSU.joinhandshake.com](https://msu.joinhandshake.com) and use your MSU NetID and password to log in to Handshake.

Fill out your profile. Some of your information will already be in your Handshake profile. Check that all information is correct, and fill out the remainder of your profile.

Upload a Document. You'll likely want to have a public resume available in Handshake for employers to see. Need help creating your resume? See a career advisor! Appointments can be made in Handshake by clicking on the Career Center tab then go to Appointments.

Take Handshake for a spin. Use the top search bar and filters to look for companies and jobs you're interested in. You can save your searches in Handshake so finding relevant opportunities will be easy!

Follow jobs and employers you're interested in. When you follow an employer or a job, you'll automatically start receiving information about the company or job so you won't miss out on updates or new opportunities!

We're Here to Help!

Career Consultants and peer advisors are located in every college to help answer all career related questions (including what can I do with this major?) and to help you get started with Handshake.

College of Education



Pepa Casselman



134 Erickson Hall



carls173@msu.edu



(517) 353-9680

CareerNetwork.msu.edu

Classification of Students

Class Standing

Freshman
Sophomore
Junior
Senior

Credits Earned

less than 28
28-55
56-87
88 and above

Grading Systems

NOTE: All grades are final and may not be changed by re-examination or by the submission of additional work.

Numerical System

The numerical system consists of the following scale (credit is awarded for grades 1.0 or higher. No credit is awarded for 0.0):

4.0 – 3.5 – 3.0 – 2.5 – 2.0 – 1.5 – 1.0 – 0.0

The Pass – No Grade System

In the pass-no grade system the following symbols are used:

P-Pass—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor.

N-No Grade—means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor.

Calculating Your GPA

CREDITS earned in course **X GRADE** in course = **POINTS**

ADD all **CREDITS** together

ADD all **POINTS** together

DIVIDE total **POINTS** **BY** total **CREDITS** = **GPA**



Course	Credits		Grade		Points
TE 150	3	X	4.0	=	12
MTH 103	3	X	2.5	=	7.5
WRA 101	4	X	3.5	=	14
ISB 201	3	X	2.0	=	6
ISB 201L	<u>2</u>	X	3.0	=	<u>6</u>
	15				45.5

POINTS divided by **CREDITS**

45.5 ÷ 15 = 3.03

Semester GPA = 3.03

Secondary Planning Grid

FRESHMAN					
FALL		SPRING		SUMMER	
TE 150 or TE 250*	3	TE 150 or TE 250*	3		
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

*TE 150 and TE 250 can be taken Fall or Spring semester of Freshman or Sophomore year

SOPHOMORE					
FALL		SPRING		SUMMER	
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

JUNIOR					
FALL		SPRING		SUMMER	
TE 302*	4	TE 302*	4		
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

*TE 302 can be taken Fall or Spring semester of Junior year

SENIOR*					
FALL		SPRING		SUMMER	
TE 407	5	TE 408	5		
		TE 409 (if needed for minor)	1		
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

*You will graduate with your bachelor's degree at the end of your senior year BEFORE moving to the internship
TOTAL CREDITS TO GRADUATE: ____

Internship Year					
FALL		SPRING		SUMMER	
TE 501	6	TE 502	6		
TE 801	3	TE 803	3		
TE 802	3	TE 804	3		
TOTAL CREDITS	12	TOTAL CREDITS	12	TOTAL CREDITS	

TOTAL INTERNSHIP CREDITS: 24

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