

Career and Technical Education - Business Education Emphasis Graduation Checklist Fall 2009

STUDENT _____ E# _____ contact # _____

General Education: 41 hours to meet both EIU and Certification requirements - undergraduate catalog <http://www.eiu.edu/>

Language: 9 hours

- ENG 1001G + ^ (3) _____
- ENG 1002G + ^ (3) _____
- CMN 1310G + (3) _____

Humanities & Fine Arts: 9 hours

- Humanities:
_____ G () _____
- Fine Arts:
_____ G () _____
- Hum. or F/A:
_____ G () _____

Social & Behavioral Sci.: 9 hours

- U.S. Constitution, PLS 1153G or HIS 3600G:
_____ G () _____
- ECN 2801 G () _____
- ECN 2802 G () _____

Scientific Awareness: 7 hours

- (one lab course required)
- Biological:
_____ G () _____
- Physical:
_____ G () _____

Mathematics 4 hours

- Mat 2250G + * (4) _____
- (C or better HS Geom & Intermed. Alg. or Mat 1271)

Senior Seminar: 3 hours

- Choose course outside of major after completion of 75 hours:
- EIU 4 _____ G ^ (3) _____

Access and follow:
<http://www.eiu.edu/ceps/teached/>

EIU Graduation Requirement:

- _____ 120 total semester hours
- _____ 40 hrs Upper Div
- _____ ^ Writing Portfolio
#1 #2 #3
- _____ U.S. Constitution met
- _____ Culturally Diverse course
- _____ Foreign Language met
- _____ 56hrs Sr Institution
- _____ 42hrs @ EIU
- _____ 32hrs @ EIU as Jr/Sr
- _____ 12hrs @ EIU as Sr
- _____ Establish/maintain at least 2.65 Cum. and Major average
- _____ Application for graduation
On PAWS upon completion of 60 credits

Foreign Language: 0-8 hours,

- Exempt? _____
- _____ () _____
- _____ () _____

Professional Education, Regular Path: 42 hours

←OR→

ISEP Program: 36 hours

Teacher Ed. Requirements

- CTE2000 + * (2) _____
- EDF2555 + ^ (3) _____
- CTE3100 + (3) _____
- EDF4450 + * ^ (3) _____
- EDP3331 + * (3) _____
- SED3330 + * (3) _____
- SPE 3500 + * (3) _____
- CTE3400 + * ^ (3) _____
- CTE3401 + * (2) _____
- CTE3402 + * (2) _____
- STG 4000 + * (1) _____
- &
- STG 4001 + * (14) _____

.....(or SED2000 + CTE2001).....
Must make progress on *Education Checklist* to get
Ed Dept. Approval to proceed beyond this course

- CTE2000 + (2) _____
- EDF2555 + (3) _____
- CTE3100 + (3) _____
- SED3000 + * ^ (3) _____
- SED3100 + * ^ (3) _____
- CTE3400 + * ^ (3) _____
- CTE3401 + * (2) _____
- CTE3402 + * (2) _____
- SED4000 + * (3) _____
- &
- STG4001 + * (12) _____

- Time sensitive -
- _____ Teacher Ed Meeting
- _____ G E Math, Speech
- _____ G E English I & II
- _____ Basic Skills
- _____ Speech & Hearing
- _____ Tech Proficiency
- _____ CBI 1st check
- _____ 2.65 cum/major min.
- _____ always maintain
- _____ STG meeting fall
- _____ only; 1 yr. before
- _____ STG; get packet
- _____ Content Test
- _____ 2 Professional Dev.
- _____ Pass APT
- _____ Apply for IL. Teach cert.
- *Consider adding Co-Op,
MLE endorsements

BUSINESS EDUCATION: 33 Hours

- CTE1420 (3) Survey of Business
- BUS1950 * (3) Computer Concepts
- BUS2101 * (3) Financial Accounting
- BUS2102 * (3) Managerial Accounting
- BUS2750 * (3) Legal & Social Environment of Bus
- BUS3010 * (3) Management and Organizational Behavior
- BUS 3470 * (3) Principles of Marketing

- MIS3505 * (3) Adv. Micro. Appl. (or sub-MIS 2000,3200,3530)
- MIS3515 * (3) Business Presentations & Document Design (fall)
- MGT3830* (3) Managerial Communications
- CTE3000 (3) Consumers in the Marketplace (fall only)

Business Electives 0-10 as needed: to get 120 total semester hours

^ May be used for EWP, consult advisor for plan
* Check catalog course description for prerequisites
+ Must earn a 'C' or better in this course

Department- <http://www.eiu.edu/~tech/>
CTE listserv - <http://lists.eiu.edu/mailman/listinfo/ctelist>

What Should I be doing?

Always-

Maintain minimum GPA of 2.65 cumulative and in major
Be working on your professional portfolio requirements
Be working on your 2000 hours – see your major’s contact person for details

First Semester-

Attend meeting with CTE Coordinator
Attend University Admission to Teacher Education Meeting
Complete Speech and Hearing Clearance
Criminal Background investigation form from teacher ed. meeting

Freshman Year-

Pass Illinois Basic Skills Test
Pass Student Technology Proficiency

Sophomore Year-

Submit Supporting Materials Form documenting completion of English, math, speech and CTE 2000 courses (received this at University Admission to Teacher Education Meeting)

Fall Semester of Year Prior to Student Teaching (Usually Junior Year)-

Attend fall Application to Student Teaching Meeting

Semester Prior to Student Teaching-

Pass Content Area Exam (at least prior to student teaching-you may want to take it the last time it is given the semester before)
Criminal Background Investigation (Fingerprint through FBI and Illinois State Police)

Student Teaching Semester-

Pass Illinois Assessment of Professional Teaching Exam
Apply for your Illinois Teaching Certificate

Professional Portfolio Requirements-

- 1) At least two professional development experiences-attending a conference in your emphasis area, attending workshops related to education and/or your emphasis area, etc.
- 2) Working with youth ages 11-18-summer camps, Sunday school, coaching, volunteering, tutoring, Big Brothers/Big Sisters

Additional Considerations to Make You More Marketable-

Adding middle level endorsement
Adding cooperative education certification
Adding endorsement in English, math, or science
Networking-You never know who is watching you. Make sure you are always making a good impression.