

Career and Technical Education - Business Education Emphasis Graduation Checklist Fall 2011

STUDENT _____ E# _____ contact # _____

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

Students need C or better in all courses and credits that contribute to their degree

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) _____
 * (MAT 1070,1270,1271 may be required; or satisfactory placement by department guidelines.)

Senior Seminar: 3 hours

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

EIU Graduation Requirement:

- ____ Writing Portfolio #1 #2 #3
- ____ Culturally Diverse course?
- ____ 120 total semester hours
- ____ 40 hrs Upper Div
- ____ 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? _____
 _____ () _____
 _____ () _____

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

Professional Education, Regular: 42 hours

←OR→

- CTE2000 * (2) _____(or SED2000 + CTE2001).....
- EDF2555 (3) _____
- CTE3100 (3) _____ Must make progress on *Education Checklist* to get
- EDF4450 * (3) _____ Ed Dept. Approval to proceed beyond this course
- EDP3331 * (3) _____
- SED3330 * (3) _____
- SPE 3500 * (3) _____
- CTE3400 * (3) _____
- CTE3401 * (2) _____
- CTE3402 * (2) _____
- STG 4000+ * (1) _____
- &
- STG 4001 + * (14) _____

ISEP Program: 36 hours

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

Teacher Ed. Requirements

- Time sensitive -
- ____ Teacher Ed Meeting
 - ____ G E Math__ Speech
 - ____ G E English I & II
 - ____ Basic Skills
 - ____ Speech & Hearing
 - ____ CBI 1st check
 - ____ 2.65 cum/major min.
 - ____ always maintain
 - ____ STG Packet due:
 - ____ www.eiu.edu/clinical/
 - ____ Content Test
 - ____ 2 Professional Dev.
 - ____ Pass APT before STG
 - ____ Apply for IL.
 - ____ Teach cert.
- *Consider adding Co-Op, MLE endorsements

BUSINESS EDUCATION: 33 Hours

- CTE1420 (3) _____ Survey of Business (spring only)
- BUS1950 *(3) _____ Computer Concepts
- BUS2101 *(3) _____ Financial Accounting
- BUS2102 *(3) _____ Managerial Accounting
- BUS2750 *(3) _____ Legal & Social Environment of Bus
- BUS3010 *(3) _____ Management & Organizational Behavior
- BUS3470 *(3) _____ Principles of Marketing

- MIS3505 * (3) _____ Adv. Micro. Appl. (spring)
- MIS3515 * (3) _____ Business Present. & 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

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

* Check catalog course description for prerequisites

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

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)-

Watch the timeline of when to submit your student teaching packet online www.eiu.edu/clinical/

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)
Pass Illinois Assessment of Professional Teaching Exam

Student Teaching Semester-

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.