

English Language Arts Teacher Certification Majors Helpful Hints, Tips, & Reminders

- Planning Your Coursework: Meet with your advisor regularly to map out the most efficient path through the major. For additional assistance in this regard, view the “potential course sequences” available on the English Department’s website: <http://www.eiu.edu/english/ELArecommendedCourseSequences.pdf>. These documents offer recommendations for the order in which to take certain courses and include suggestions in terms of best scheduling practices (e.g. completing practicum prior to starting methods courses; taking the methods courses in proper sequence, taking only one methods course at a time, etc.).
- Monitor Your Grades: Not only must your grade point average in the major – and overall – remain a 2.75 or higher, you must also receive a C or higher in all courses that will count toward your degree.
- Be Aware of Major Requirements: Review the Checklist for English Education Majors for specific criteria to be approved to student teach (e.g. grade point average, membership in a professional organization, attending professional conferences, etc.).
- Watch for Important Deadlines: Plan ahead to meet all necessary deadlines leading up to student teaching.
 - *Applying for Admission to Teacher Education*: Review the enclosed University Admission to Teacher Education Checklist (and consult the College of Education and Professional Services website) for information as to when to apply for admission into teacher certification, when to take the various tests for certification, when to complete background screening, etc.
 - *Applying to Student Teach*: The College of Education requires you to apply to student teach the Fall before you plan to student teach (e.g. students planning to student teach in Fall 2018 or Spring 2019 would have to apply in Fall 2017). This online application is found on the Office of Clinical Experience & Student Teaching website and is due October 31st.
 - *Presenting at the English Studies Conference*: The department requires you to present at the Spring English Studies Conference prior to Student Teaching. This means that a student planning to student teach in Fall 2018 or Spring 2019 would need to present at the English Studies Conference in the Spring of 2018 or in a year prior. Proposals for this conference are usually due in February. (Information about this conference, and preparation for it, will be available during your methods courses).
 - *Submitting your Professional Portfolio*: In order to obtain departmental approval to student teach you must submit your Professional Teaching Portfolio to the English Education for review by the English Education Committee the semester before you plan to student teach (see the Checklist for English Education Majors for contents of this proposal). Specific instructions will be given to you when you are at this stage of study, but these portfolios are usually due during week 14 of the semester.
- Keep up with Housekeeping Responsibilities: In order to reduce stress and ensure approval to student teach, make sure to plan ahead for document storage.
 - Make sure to provide all of your English instructors (for every course except ENG 1001 & ENG 1002) with the Yellow Disposition Evaluation forms. These should be given to the instructor toward the end of the semester.
 - Save copies of all of your course syllabi. An assignment in English 3402 (The Literacy Narrative) will require that you complete an assignment that lists all of the authors and major texts you have studied throughout your college career. Having these syllabi handy will be extremely useful.
 - Keep electronic copies of your best essays. Since the Professional Portfolio requires writing samples, this practice is necessary. Note that at least one of these must be a paper from a multicultural literature course.
 - Save all assignments from your methods courses. The Professional Portfolio requires you to include various assignments completed in these courses (e.g. unit plans, clinical experience essays, teaching philosophies)