

## **First-Quarter Requirements Checklist**

**Please submit this form to your education advisor with your Planning Sheet.**

During the first quarter in the Secondary Education Program, candidates are required to complete the following requirements.

### **Confirm completion of the following:**

- \_\_\_\_\_ Blood Borne Pathogens Workshop
- \_\_\_\_\_ Sexual Harassment Prevention Workshop
- \_\_\_\_\_ Fingerprinting and Character and Fitness
- \_\_\_\_\_ First quarter courses:
  - Undergrad/post bacs – SEC 410 and 430 required; EDUC 310, 301 and IT 344 strongly recommended
  - MIT – SEC 501, 510, 512 and 531 required

Exceptions to required courses must be requested in writing to the Department Chair and/or Graduate Advisor using the Department Petition and Waiver Request form, and are granted only in very exceptional cases.

Any candidate who has NOT completed the above must schedule an appointment with the secondary Department Chair.

### **Listserv**

- \_\_\_\_\_ Listserv sign up has been completed.

## **Advising Component**

**To be completed no later than Wednesday, November 4, 2009.**

### **Course Planning:**

- \_\_\_\_\_ Meet with education advisor in your academic major department to obtain a written list of courses required to complete the endorsement. MIT students: OR have documentation from the Woodring Certification Officer.
- \_\_\_\_\_ Meet with Secondary Education advisor before November 4 and provide this advisor with the list from the academic department advisor. Develop a quarterly course plan from first quarter through the internship.

**Failure to submit this checklist by the deadline demonstrates a lack of professional commitment, and candidates who do not complete it will be required to schedule a conference with the Department Chair. It may result in your ineligibility to register for education sequence courses your second quarter.**

## Course Performance

Students who do not meet department verbal and written communication performance levels will be counseled by course instructor(s) and may be required to meet with the department chair regarding continuing in the program.

\_\_\_\_\_

I have met all first quarter program requirements as noted above. If an exception has been made, approval is noted on this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Date

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