Teacher Education Candidates – Information Related to Advising

Welcome:

Candidates – welcome to Peru State College and the beginning of your teacher education program! As the Dean of Education, I want you to know that the School of Education faculty and staff will assist you in every way to move toward your goal of becoming a teacher. However, we expect you to take an active role in your program of study and the requirements for each checkpoint in your teacher education program.

It is your responsibility to ensure that you are familiar with all of the requirements for your chosen program of study, which includes reviewing your Academic Requirements audit in your myPSC account and being aware of the Checkpoints for Admission to Teacher Education. While faculty and staff can assist you as you move through the program, your ability to know the requirements for teacher education and successfully meet each checkpoint is ultimately your responsibility.

You may want to print out a copy of the academic progress sheets that pertain to your chosen program (which are available on the Student Records website) and update them with your grades as you complete each course. This will easily allow you to know what requirements you’ve met and which you have yet to meet. You should also be using the program audit system with your myPSC account to track what program requirements you have satisfied and which you still have left to complete. In addition to meeting the course requirements identified on the general studies and endorsement progress sheets, you also need to ensure that you complete at least 120 credits, which is the minimum number required for graduation.

Many teacher education candidates develop a program of study that identifies when you plan to take each course in your program. Developing a tentative program of study during your sophomore year is highly recommended, so that you consider any courses that might only be offered one semester per year and make sure that you scheduled them during the appropriate semester. It’s important to identify when courses are offered by visiting each School’s course rotation schedules. These clearly list if courses are only offered fall or spring. You can find these by visiting each School’s web site.

Your advisor can assist you in developing the program of study through answering questions and looking your tentative program over once you’ve developed it. However, your advisor is not the one that should be creating your program – it’s your responsibility. To assist you, suggested programs of study are available on the School of Education web site for your consideration. Each program sheet identifies an eight-semester plan of study that incorporates the required courses for the correlating endorsement program.

Once you develop a program of study, registering for courses each semester is much easier, as you know what you plan to take and how those courses will move you forward in your program. However, understand that your ability to take the courses on your program of study depends upon successfully meeting each program checkpoint. The requirements for each checkpoint are described in the Teacher Education Handbook, which is available on the School of Education

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web site. Please visit the web site and download the handbook for your use during your teacher education program.

**Advisors:**

Once you are identified as a teacher education major, you are assigned a faculty advisor from the School in which your major coursework is offered. This advisor is the primary contact for you to obtain assistance regarding your program of study and should be the individual who signs the formal applications and documents that you will submit as you move through the teacher education checkpoints.

Each advisor posts office hours and contact information on his/her faculty web page and outside his/her office door. This provides you with the information and access needed to communicate with the advisor. The most common form of initial communication is email, as all faculty advisors regularly check their email and prefer to keep their communication with students in a documented written form.

Please understand, however, that faculty have professional responsibilities that may not allow them to be immediately available. Even during posted office hours, the advisor might be meeting or communicating with another advisee and not able to assist you at that time. In addition, faculty may not be available during the weekend to follow up on communication from you – they are not required to be “on call” during the weekend.

Therefore, please provide faculty with at least a 24 hour window of response when you communicate with them during the week (Monday through Friday), and realize that faculty might not respond to you until Monday should you choose to communicate with them during the weekend. While faculty take their advisement of candidates very seriously, they also have other commitments to meet, both professional and personally.

Your best option for ensuring access to your faculty advisor is to email to arrange an appointment to meet with your advisor to discuss your questions or concerns. This will allow you to have the time you need to gain advice on your program or discuss your progress in teacher education.

If you’re a candidate in the alternative evening program, please email your faculty advisor directly to schedule an advisement appointment, which can be completed through a campus visit, phone call, or Skype meeting.

Please note that faculty advisement is **not** available during the summer, as faculty are not required to be on campus during the summer months. You should plan accordingly and meet with your advisor during the fall or spring terms, when faculty are available to receive calls and emails and meet with advisees. Should an emergency arise during the summer that requires advisement, all teacher education students should contact the School of Education office on the Peru campus at 402-872-2244. Staff will assist you with your needs.

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