

Murray State University
Department of Adolescent, Career, and Special Education
BS - Career and Technical Education
Business and Marketing Education Option - Grades 5-12 Certification

Revised Fall 2018

Student _____ M# _____ Advisor _____

UNIVERSITY STUDIES FOR B.S. DEGREE (40 - 50 HOURS)

Oral and Written Communication (7 Hours)	Hours	Semester	Grade
ENG 105 Critical Reading, Writing, and Inquiry	4	_____	_____
COM 161 Introduction to Public Speaking	3	_____	_____
Scientific Inquiry, Methodologies, and Quantitative Skills (12 Hours)			
MAT 135 Introduction to Probability and Statistics	4	_____	_____
MAT 140 College Algebra	4	_____	_____
Approved University Studies Science with Lab _____	4	_____	_____
World's Historical, Literary, and Philosophical Traditions (6 Hours)			
CIV 201 or 202 World Civilization I or II	3	_____	_____
HUM 211 The Western Humanities Tradition	3	_____	_____
Global Awareness, Cultural Diversity, and the World's Artistic Traditions (3 Hours)			
Approved University Studies _____	3	_____	_____
Social and Self-Awareness and Responsible Citizenship (6 Hours)			
Eth., Soc. Resp., or Civ. Engage. Approved Course _____	3	_____	_____
EDP 260 Psychology of Human Development	3	_____	_____
University Studies Approved Electives (6 Hours)			
ECO 230 Principles of Macroeconomics	3	_____	_____
ECO 231 Principles of Microeconomics	3	_____	_____
PROFESSIONAL EDUCATION COURSES (47 HOURS)			
CTE 210 Overview of Career and Technical Education	3	_____	_____
CTE 310 Discovering the Profession of Career and Tech Ed	3	_____	_____
CTE 410 Eff Career and Tech Ed Programs and Practices	3	_____	_____
EDU 100T Transitions	1	_____	_____
EDU 180 Exploring the Teaching Profession	3	_____	_____
EDU 280 Educating for Human Development	3	_____	_____
EDU 380 Inclusive Teaching of Diverse Learners	3	_____	_____
EDU 480 Effective Pedagogy	2	_____	_____
EDU 485 Professional Perspectives for Teaching	1	_____	_____
MID 270 Teaching and Learning in the Middle Grades	3	_____	_____
SEC 420 Practicum in Secondary Schools ¹	3	_____	_____
SEC 422 Extended Practicum ²	4	_____	_____
SEC 421 Student Teaching in the Secondary School	14	_____	_____
<small>*Writing-Intensive Course</small>			
SUPPORT COURSES (33 HOURS)			
ACC 200 Principles of Financial Accounting	3	_____	_____
ACC 201 Principles of Managerial Accounting	3	_____	_____
BUS 215 Business Communication	3	_____	_____
CSC 125 Internet and Web Page Design	3	_____	_____
FIN 330 Principles of Finance	3	_____	_____
LST 240 The Legal Environment of Business	3	_____	_____
MKT 285 Emerging Technologies in Marketing	3	_____	_____
MGT 350 Fundamentals of Management	3	_____	_____
MKT 360 Principles of Marketing	3	_____	_____
Choose two of the following:			
MKT 361 Selling and Sales Management	3	_____	_____
MKT 369 Retailing Management	3	_____	_____
JMC 394 Introduction to Advertising	3	_____	_____

Total Curriculum Requirements – 120-130 hours

Other Degree Requirement:

Current First Aid & Safety Certification required for student teaching

¹EDU 405 and SEC 420 must be taken two semesters before student teaching

²SEC 422 must be taken one semester before student teaching

IMPORTANT: Upon completion of 60 undergraduate credit hours (junior status), students enrolled or desiring enrollment in education coursework beyond 12 hours credit MUST be admitted to the Teacher

Education Program. Students must be admitted to Teacher Education prior to enrollment in upper level teacher education courses.

Teacher certification requirements are subject to change. Before registering for the test(s), please refer to the Education Professional Standards Board (EPSB) website at www.kyepsb.net for current requirements or contact the Division of Internship and Assessment at 502-564-4606 or 888-598-7667.

GRADE POINT AVERAGE REQUIREMENTS:

Grade point averages are reviewed during three checkpoints: admission to teacher education (see Requirements for Admission to Teacher Education), admission to student teaching (requires a 2.75 average overall; a 2.75 average in content area; a 2.75 average in professional education) and at the time of completion/graduation (2.75 overall).

Program Requirements

Faculty continuously assess candidates' progress toward demonstrating proficiency in the Kentucky Teacher Performance Standards using a checkpoint system: admission to teacher education, admission to student teaching, and program completion. The eligibility portfolio is assessed during the student teaching semester.

Teacher certification requirements are subject to change. Before registering for test(s), please refer to the Educational Testing Service (ETS) website for current requirements or contact your academic advisor.

REQUIREMENTS FOR ADMISSION TO TEACHER EDUCATION AND STUDENT TEACHING AT MURRAY STATE UNIVERSITY (Revised 8-29-18)

Teacher Education

To be admitted to teacher education, students must meet these requirements.

1. Attend an admission to teacher education orientation.
2. Review the Professional Code of Ethics for Kentucky School Personnel. During the admission to teacher education orientation, sign the **Declaration of Eligibility** (pink sheet) affirming a commitment to uphold the code and acknowledging awareness of information required for state certification. If answers given on the Declaration of Eligibility change during the time of participation in the teacher education program, the Director of Teacher Education Services must be notified immediately.
3. Earn passing subject scores on one of these tests. Request ETS to send scores to Teacher Education Services electronically by using this code - R1494.
 - a) Core Academic Skills for Educators (CASE): Reading 156, Writing 162, Mathematics 150
 - b) PPST (taken before 9-2-14): Reading 176, Writing 174, Math 174
 - c) GRE (Graduate Records Exam): Verbal 150, Quantitative 143, analytical Writing 4.0.
This exam is for students seeking initial certification at the graduate level
4. Earn an overall undergraduate GPA of > 2.75 on a 4.0 scale at the point of admission to teacher education. Maintain a 2.75 GPA throughout the entire certification program.
5. Complete a minimum of 24 credit hours with a GPA ≥ 2.75 , including this coursework:
 - a) ENG 101, 102, 104 or 105 with a "B" or higher
 - b) MAT 117 (or higher level math) with a "B" or higher
 - c) COM 161 or HON 165 with a "B" or higher
 - d) EDU 180 or equivalent course with a "B" or higher
6. Schedule an admission to teacher education interview with academic advisor.
7. Submit application in *Recruiter*. Admission will only be granted following a successful review by Teacher Education Services.

NOTE: Students who have not been admitted to Teacher Education will not be eligible to enroll in upper level courses that specify admission to teacher education as a prerequisite.

Student Teaching

To be admitted to student teaching, students must meet these requirements.

1. Gain admission to Teacher Education.
2. Attend an Admission to Student Teaching orientation.
3. Formally apply for admission to student teaching two semesters before they plan to student teach. Applications are initiated during student teaching orientations.
4. Complete the supplemental items required for student teaching in *Recruiter*. See the Teacher Education Services homepage- Student Resource Links – Help Documents
5. Earn and maintain GPA > 2.75 in major/areas, professional education, and overall.
6. Demonstrate teaching ability during clinical experiences.
7. Document completion of 200 or more field hours and required components.
8. Complete all major courses and specialty areas to attain senior, post-bac, or graduate status.
9. Complete all required professional teacher education courses (EDU 180, EDU 280, EDU 380, EDU 480, EDU 485 or equivalents) with a “B” or higher.
10. File a valid and current medical examination, including a TB risk assessment within six months of student teaching.
11. Complete a criminal records background check and a Child Abuse and Neglect check.
12. Supply TES with additional information upon request (e.g. transcripts, course exception forms, etc.).

General Requirements for Kentucky Certification

Graduates who are seeking recommendation for initial Kentucky teaching certification must meet these requirements.

1. Complete an approved teacher education program including student teaching.
2. File an application for certification (CA-1) with Teacher Education Services at MSU.
3. Obtain passing scores on the PRAXIS II specialty area tests and the appropriate Principles of Learning and Teaching Test (PLT).
4. Complete all applicable computer literacy and applications requirements.
5. Earn a bachelor’s degree.
6. Pay certification fee to Kentucky Department of Education/Office of Educator Licensure and Effectiveness (formerly EPSB).
7. Send an official transcript to Office of Educator Licensure and Effectiveness (formerly EPSB).

To be recommended for certification in other states, all Kentucky requirements must be met.

NOTE: Requirements for Kentucky teacher certification may occur after publication of the current Murray State University *Bulletin*. For the most current information, students should check with their academic advisor.

Student _____

Advisor _____

Date _____

Date _____