



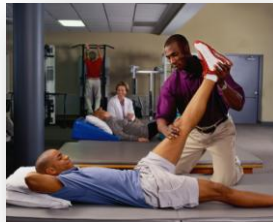
Western Michigan University

College of Education and Human Development

# Academic Advising Handbook

## An Undergraduate Guide to the College of Education and Human Development

### 2011-12



**TRiO**  
Future Educator Success Program



An electronic version of the handbook and the associated links can be accessed at:

<http://www.wmich.edu/education/advising>



*Dr. John Wheeler, Dean  
College of Education and  
Human Development*

## **The Mission of the College of Education and Human Development**

To promote scholarly activity and research that informs and supports instruction and fieldwork; to provide the necessary resources; and to facilitate a supportive environment wherein students become effective learners, educators, practitioners, scholars, researchers and related specialists. Our graduates are professionals who are sensitive to and are experienced in working with people of all ages and with diverse backgrounds in schools, organizations, communities and families. Crucial to our mission is the conducting of research and evaluation, which guides the development of effective instruction, provides service to communities and explores issues meaningful to the teaching and learning process.

The College of Education and Human Development is committed to engaging in outreach programs, field experiences and activities that foster professional partnerships to provide services that challenge and enrich the lives of individuals of all ages in a changing, diverse and complex global society.

<b>Table of Contents</b>	
Mission of the College of Education and Human Development	2
Academic Advising	3-4
Requirements for a WMU Bachelor’s Degree	5
The Western Edge	6
Teacher Education Overview	7
Academic and Professional Standards	7
The Urban Program	7
Elementary Education Options	8
Secondary Education Options	9-10
Special Education Options	11-12
Career Assessment and Counseling	12
Internships (Student Teaching)	13
Teacher Certification	13
Human Development Programs	14-16
Academic Enrichment Opportunities	17
TRIO Future Educator Success Program	17
Student Organizations	18
Advisor and Student Responsibilities	19
Advising Contact Information	19

## College of Education and Human Development Advising Office

2504 Sangren Hall, 269-387-3474

[coe-advising@wmich.edu](mailto:coe-advising@wmich.edu)

[www.wmich.edu/education/advising](http://www.wmich.edu/education/advising)

### Academic Advising—A Partnership

The **Mission** of the CoEHD Office of Admissions and Advising is to partner with students to create and follow a comprehensive graduation plan designed to meet the personal, educational, and professional goals of each student.

#### How to get the most out of your advising experience:

##### Come Prepared:

- Look at your advising materials, the undergraduate catalog, advising websites, course offerings, etc and bring a list of possible classes for the next term and/or year and/or your college career
- Bring this handbook and all advising materials and handouts to the meeting
- Know about any pre-professional requirements and have a plan to complete them
- Write down questions

##### Come Early:

- Once registration starts, we are very busy and the wait may be up to 2 hours
- Best times to visit advising are **in the morning** during the following dates:
  - September 15-October 15 (for Spring Registration)
  - January 15-February 15 (for Summer and Fall Registration)

##### Use Electronic Resources:

- The website has lots of information and is open 24 hrs. ([www.wmich.edu/education/advising](http://www.wmich.edu/education/advising))
- E-mail us day or night at [coe-advising@wmich.edu](mailto:coe-advising@wmich.edu) and we'll get back to you as quickly as we can.

#### Advising Staff

##### Main Advising Office

Laura Ciccantell, Advising Director  
Carol Morris-Mier, Office Manager  
M'Myia McQuirter, Assistant Director  
Tracy Corstange, Advisor  
Douglas Engebretsen, Advisor  
Anthony Helms, Advisor  
Heather Highhouse, Doctoral Associate  
Derek Andree, Advisor  
Carol Reid, Advisor  
Shannon Rauner, Advisor

##### TRIO Future Educator Success Program

Marcy Peake, Director  
Roxie Swank, Office Coordinator  
Donald Sumners, Graduate Assistant

#### Friendly Reminders for Success at WMU

- **Go to class!!**
- **Do your work and turn in every assignment!**
- **Take every test!**
- Check your **WMU e-mail** every day!
- Meet with your **instructors!**
- Use the **Writing Center** and the **Academic Skills Center!**
- Keep all of your **advising information**—including transfer, AP and IB credit—in your big yellow advising envelope and **bring it with you to every advising session!!**
- **Get involved** in campus life!
- **Ask for help!**



**Welcome to WMU and CoEHD!!!**

## Academic Advising Offices

for students with majors and minors in the College of Education and Human Development

**Academic Advising for the following majors and minors is provided in the  
College of Education and Human Development Advising Office**

**2504 Sangren Hall, 269-387-3474**

[www.wmich.edu/education/advising](http://www.wmich.edu/education/advising)

[coe-advising@wmich.edu](mailto:coe-advising@wmich.edu)

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Athletic Training Major</li> <li>• Career and Technical Education</li> <li>• Child and Family Development Major</li> <li>• Community Health Major &amp; Minor</li> <li>• Dietetics Major</li> <li>• Elementary Education (with and without the Early Childhood Minor)             <ul style="list-style-type: none"> <li>• Elem/Middle Language Arts Minor</li> <li>• Elem/Middle Mathematics Minor</li> <li>• Elem/Middle Science Minor</li> <li>• Elem/Middle Social Studies Minor</li> </ul> </li> <li>• Exercise Science Major</li> <li>• Event Management Minor</li> <li>• Family &amp; Consumer Science Education</li> <li>• Family Life Education Minor (non-teaching)</li> </ul> | <ul style="list-style-type: none"> <li>• Family Studies Major</li> <li>• Food Service Administration Major</li> <li>• Health (School) Education Major &amp; Minor</li> <li>• Industrial Technology Ed. Major &amp; Minor</li> <li>• Interior Design Major</li> <li>• Physical Education Major &amp; Minor</li> <li>• Recreation (Management) Major</li> <li>• Secondary Education in Business Major</li> <li>• Secondary Ed. Professional Ed. &amp; Gen Ed</li> <li>• Special Education</li> <li>• Technology &amp; Design Education Major</li> <li>• Textile &amp; Apparel Studies             <ul style="list-style-type: none"> <li>• Fashion Design Major</li> <li>• Merchandising Major &amp; Minor</li> <li>• Product Development Major</li> </ul> </li> </ul> |
|---|--|

### Secondary Education Major and Minor Subject Area Advising Offices

Department	Building	Phone	Website
Biology	3414 Wood	387-5617	<a href="http://www.wmich.edu/biology/advising/"><u>www.wmich.edu/biology/advising/</u></a>
Chemistry	3425 Wood	387-2846	<a href="http://www.wmich.edu/chemistry/advising/"><u>www.wmich.edu/chemistry/advising/</u></a>
Communication	319 Sprau	387-3197	<a href="http://www.wmich.edu/communication/ugrad/advising"><u>www.wmich.edu/communication/ugrad/advising</u></a>
Earth Science	0039 Rood	387-5488	<a href="http://www.geology.wmich.edu/Advising.htm"><u>www.geology.wmich.edu/Advising.htm</u></a>
English	623 Sprau	387-2575	<a href="http://www.wmich.edu/english/advising"><u>www.wmich.edu/english/advising</u></a>
Foreign Language	410 Sprau	387-3001	<a href="http://www.wmich.edu/languages/"><u>www.wmich.edu/languages/</u></a>
Geography	3219 Wood	387-3410	<a href="http://www.wmich.edu/geography/academics/advising/"><u>www.wmich.edu/geography/academics/advising/</u></a>
History	4301 Friedmann	387-4650	<a href="http://www.wmich.edu/history/undergraduate/advising.html"><u>www.wmich.edu/history/undergraduate/advising.html</u></a>
Mathematics	3319 Everett	387-4510	<a href="http://www.wmich.edu/math/advising/"><u>www.wmich.edu/math/advising/</u></a>
Physics	1129 Everett	387-4962	<a href="http://tesla.physics.wmich.edu/main.php"><u>http://tesla.physics.wmich.edu/main.php</u></a>
Political Science	3308 Friedmann	387-5680	<a href="http://www.wmich.edu/politics/undergrad/advising.html"><u>www.wmich.edu/politics/undergrad/advising.html</u></a>
Social Studies—advised in the minor department (History or Geography or Political Science)			
Spanish	420 Sprau	387-3023	<a href="http://www.wmich.edu/spanish/undergraduate/enroll.htm"><u>www.wmich.edu/spanish/undergraduate/enroll.htm</u></a>

### Other Related Advising Offices

Department	Building	Phone
Art	2104 Richmond Center	387-2440
Music	2146 Dalton	387-4667
Speech Pathology & Audiology	2125 CHHS	387-2656

# Requirements for a WMU Bachelor's Degree

## A. UNIVERSITY REQUIREMENTS

- a. **Minimum 122 credit hours.** Certain curricula require more credit hours.
- b. **Minimum proficiency in reading, writing, and math.** Each student receives a class placement recommendation in reading, writing, and math based on ACT or SAT scores. Students who need to further develop skills in any of these 3 areas must complete the appropriate **Intellectual Skills Development course(s)** (ENGL 1000, LS 1040 and MATH 1090). The credits for these courses do not count toward the 122 minimum credits necessary for a WMU bachelor's degree.
- c. **One half** of the academic hours used for the bachelor's degree must be earned at a **four-year institution**.
- d. **30 credit hours** must be earned through WMU and 10 of the last 30 credit hours must be earned at WMU
- e. A maximum of 15 credit hours of correspondence or self-instructional course work may be applied to a degree program. This rule does not apply to online courses.
- f. A **minimum 2.0 grade point average** is required. Many programs require a higher GPA.

## B. GENERAL EDUCATION REQUIREMENTS

1. WMU General Education requirements include **four proficiency areas** and **eight distribution areas**. Before graduation, each WMU student is required to successfully complete a minimum of 37 credit hours of general education courses (excluding Proficiency 2) with at least one course in each area:

### Proficiencies

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 1. College Level Writing       | 3. College Level Mathematics        |
| 2. Baccalaureate Level Writing | 4. Enhance or Develop a Proficiency |

### Distribution Areas

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| I: Fine Arts                         | V: Social and Behavioral Sciences    |
| II: Humanities                       | VI: Natural Sciences with Laboratory |
| III: U.S. Cultures and Issues        | VII: Natural Science and Technology  |
| IV: Other Cultures and Civilizations | VIII: Health and Well-Being          |

2. 2 courses (6 hours minimum) in the Distribution Areas must be taken at the 3000/4000 level. No more than 2 Distribution Area courses may be taken from a single department (i.e. History, etc.)

C. **COLLEGE AND DEPARTMENT REQUIRED COURSES**—See Program Guides and advisor(s).

D. **MAJOR AND MINOR COURSES**—Refer to Program Guides and advisor(s) for specific courses.

E. **ELECTIVE COURSES**—Other courses to complete the minimum 122 credits for a degree. Some majors in the College of Education and Human Development do not require elective credits to reach the 122 credits necessary to earn a WMU degree. All majors, however, encourage you to explore your intellectual interests. Your advisor can help you determine if you need and/or want to take elective courses.

### *Important Note:*

**Most majors include some general education courses as part of their required curricula.**



## Learn more about the [Western Edge](http://www.wmich.edu/edge)

[www.wmich.edu/edge](http://www.wmich.edu/edge)

There are **five independent components** to the Western Edge. Students are encouraged to select the components that work best for them—we realize that no two students are the same. Some students will want to enjoy the benefits of each component. Others may want to only utilize advising services, receive a retention scholarship, or enjoy fixed room and board rates.

**The only component of the Western Edge that requires students to sign up is the Graduation Compact.** You get all the rest of the benefits of the Western Edge just by being a student at WMU.

- [Retention Scholarship](#) - students who maintain a 3.0 or better cumulative GPA and earn at least 30 credits **from WMU** in their first year on campus will receive a \$500 scholarship when they return to WMU the following fall. That financial incentive, coupled with the University's commitment to keep tuition affordable, can keep students in school.
- [Enhanced advising](#) - will help move students smoothly and quickly through their degree programs.
- [Graduation Compact](#) - will help to ensure courses are available when students need them to prevent delays in completing programs. **COMPACTS MUST BE COMPLETED WITH THE COLLEGE ADVISING OFFICE** (see below).
- [Fixed room and board rates](#) - for up to four years for students who opt to stay in campus residence halls.
- [Academic opportunities](#) - a number of other for-credit opportunities will be offered to help students graduate with the skills and experience they need and will help keep them academically involved and excited about preparing for their future.

### Steps to complete a [Graduation Compact](#) in the College of Education and Human Development

1. Determine if you are in a 4, 4 1/2 or 5 year curriculum ([www.wmich.edu/edge](http://www.wmich.edu/edge)).
2. Use your curriculum guide(s), and your major and minor slips to draft a plan of all your classes from your first semester to graduation on the [major course planning guide](#). Meet with your CoEHD Advisor if you need help.
3. Meet with your major or minor advisors, if any, outside of the CoEHD and have them sign off on the [graduation compact](#).
4. Meet with the CoEHD advisor to complete the graduation compact.
5. Meet with the CoEHD advisor every semester to make sure you're on track.

#### Questions?

Visit: <http://www.wmich.edu/education/advising/edge.htm>

E-Mail: [coe-advising@wmich.edu](mailto:coe-advising@wmich.edu)

# WMU Teacher Education Programs

## Preparing Reflective Practitioners Since 1903

Professional teacher education at Western Michigan University is designed to develop teachers who are reflective practitioners—solving problems through inquiry and reflecting upon their own teaching experiences and those of other teachers. Reflective pre-service teachers also will examine and interpret, in disciplined ways, their own attitudes and beliefs about teaching and learning. Such investigation is the best source of responsible teaching and learning.

Reflective practitioners continually renew their teaching by examining and building upon what they know about particular learners and content areas, ever applying what they have learned to their own teaching and learning experience. Such renewal demands ownership and self-awareness of one's effect on the teaching/learning process.

### WMU offers programs leading to teacher certification in the following areas:

Art Education (K-12)	Early Childhood Education (preK-8)	Secondary Education (6-12)
Career and Technical Education (K-12)	Health Education (K-12)	Special Education (K-12)
Elementary Education (K-8)	Music Education (K-12)	Physical Education (K-12)

### College of Education and Human Development Academic and Professional Standards Committee

- I. **Criminal Background Check:** Please be aware that Michigan law requires schools to conduct a **criminal background check** on anyone volunteering or working with students. Any criminal conviction can jeopardize your ability to be certified to teach and certain convictions will prevent teacher certification. Therefore, WMU requires all future teachers to have a Livescan background check at **admission to the upper professional level** and prior to **internship**. The costs associated with these background checks are the responsibility of the student.
- II. **Professional Conduct in Learning Communities:** WMU teacher candidates are evaluated in seven different areas: *Liberal Arts, Understanding Diverse Learners, Teaching Practice and Content Knowledge, Monitoring Student Learning, Professional Development and Organization, Technology, and Professional Conduct in Learning Communities*

Of these, the last one is vital in determining the success of a future teacher. Professional conduct includes, punctuality, excellent written and oral communication, initiative, dependability, the ability to accept and utilize constructive criticism, and the ability to analyze and evaluate one's own professional performance and make necessary changes.

It is expected that all students pursuing a degree in education at WMU will demonstrate a professional manner throughout their college career and in all of their interactions with other students, WMU faculty and staff, and community members.

### The Urban Program

[www.wmich.edu/teaching/urban](http://www.wmich.edu/teaching/urban)

Contact: Dr. Lynn Nations-Johnson, 269-760-3669, [lynn.nations.johnson@wmich.edu](mailto:lynn.nations.johnson@wmich.edu)

The Urban Program is designed to assist a small number of undergraduate elementary education students in developing deep knowledge of and facility with teaching in urban schools by committing to a one or two semester sequence of experiences in an urban school.

# I. ELEMENTARY EDUCATION



## OPTION A: Elementary Education

You can be certified to teach

- Kindergarten-5 in all subjects,
- Grades 6 - 8 in your minors.
- Kindergarten-8 in all subjects when teaching in a self-contained classroom

*For this option you must select TWO of the following minors. (Some will require careful planning.)*

[Elementary/Middle School Language Arts](#)  
[Elementary/Middle School Social Studies](#)

[Elementary/Middle School Mathematics](#)  
[Elementary/Middle School Integrated Science](#)

## OPTION B: Elementary Education plus Early Childhood (ZS) Endorsement

If you select this option, you can be certified to teach

- Kindergarten-5 in all subjects,
- Grades 6 - 8 in your minors.
- Kindergarten-8 in all subjects when teaching in a self-contained classroom
- Early Childhood Endorsement (ZS: pre-school/young fives programs)—requires 9 additional credits

*For this option you must select TWO of the following minors. (Some will require careful planning.)*

[Elementary/Middle School Language Arts](#)  
[Elementary/Middle School Social Studies](#)

[Elementary/Middle School Mathematics](#)  
[Elementary/Middle School Integrated Science](#)

## OPTION C: Major in Speech Pathology/Audiology with a Minor in Elementary or Early Childhood Education

Upon completion of a **Master's Degree in Speech Pathology/Audiology**, you can be certified:

- K-12 in Speech Pathology/Audiology
- Kindergarten-5 in all subjects (elementary minor) OR
- PreKindergarten-5 in all subjects (early childhood minor)
- Kindergarten-8 in all subjects when teaching in a self-contained classroom

---

## Pre-Professional Requirements for Elementary Education

All undergraduate students who declare a preference for a curriculum leading to a teaching certificate will be designated as **pre-education at the time of admission to WMU**.

After completion of the following requirements, students should complete the [Professional Education Admission Application](#) in order to take upper professional level education classes:

- Completion of **at least 35 hours**
- Completion of all Western Michigan University **Intellectual Skills Development classes** IF REQUIRED. (e.g. MATH 1090, LS 1040, ENG 1000)
- Completion of an **approved college level writing course**
- Grade of "C" or better in **ED 2500** or an equivalent course
- Achievement of a **cumulative grade point average (GPA) of 2.5 or better**
- Achievement of passing scores on the Michigan Test for Teacher Certification (MTTC) - **Basic Skills** Section  
<http://www.mttc.nesinc.com/>
- **Livescan criminal background check**

## II. SECONDARY EDUCATION

### OPTION A: Majors in the College of Arts and Sciences (6-12)

A Secondary Provisional Certificate shall be valid for teaching in your subject areas (major and minor) in **grades 6-12**. You must choose at least **one major** and **one minor** and will need to **meet with both the major and minor advisors**

#### ARTS & SCIENCES MAJORS (At least 30 semester hours)

- [Biology](#)
- [Chemistry](#)
- [Earth Science](#)
- [English](#)
- [French](#)
- [Geography](#)
- [German](#)
- [History](#)
- [Latin](#)
- [Mathematics](#)
- [Physics](#)
- [Political Science](#)
- [Spanish](#)
- [Social Studies](#) \*

\* Requires a minor in History, Political Science, or Geography.

#### APPROVED MINORS (At least 20 semester hours)

- [Biology](#)
- [Chemistry](#)
- [Communications](#)  
(Available with English major only)
- [Earth Science](#)
- [English](#)
- [French](#)
- [Geography](#)
- [German](#)
- [Health Education](#)
- [History](#)
- [Industrial Technology](#)
- [Latin](#)
- [Mathematics](#)
- [Physical Education](#)
- [Physics](#)
- [Political Science](#)
- [Russian](#)
- [Spanish](#)

---

### Pre-Professional Requirements for Secondary Education (6-12 and K-12)

All undergraduate students who declare a preference for a curriculum leading to a teaching certificate will be designated as **pre-education at the time of admission to WMU**. After completion of the following requirements, students should complete the [Professional Education Admission Application](#) in order to take upper professional level education classes:

- Completion of **at least 35 hours**
- Completion of all Western Michigan University **Intellectual Skills Development classes** IF REQUIRED. (e.g. MATH 1090, LS 1040, ENG 1000)
- Completion of an **approved college level writing course**
- Completion of one of the following courses or an approved course with a grade of "C" or better:
  - **ES 2000**: Secondary Education with majors in the College of Arts and Sciences
  - **HPER 2400**: Physical Education majors
  - **ED 2500**: Secondary Ed in Business, Career and Technical Education, and Health Education majors
- Achievement of a **cumulative grade point average (GPA) of 2.5 or better**
- Achievement of passing scores on the Michigan Test for Teacher Certification (MTTC) - **Basic Skills** Section <http://www.mttc.nesinc.com/>
- **Livescan criminal background check**

## II. SECONDARY EDUCATION (continued)

### OPTION B: K-12 Majors and Secondary Education in Business (6-12)

MAJORS (At least 30 semester hours)	MINORS (At least 20 semester hours)
<p><b>I. Human Performance and Health Education Majors:</b></p> <p>A. <a href="#">Physical Education/Teacher Coach</a> **</p> <p>B. <a href="#">School Health Education</a> ***</p> <p><b>II. Family and Consumer Sciences Majors:</b> Career and Technical Education Majors:</p> <p>A. <a href="#">Family and Consumer Sciences Education</a> Vocational Certification required*</p> <p>B. <a href="#">Secondary Education in Business</a> Vocational and Non-Vocational (6-12 ONLY)</p> <p>C. <a href="#">Secondary Education in Business Group</a> Vocational and Non-Vocational Major (no minor) (6-12 ONLY)</p> <p>D. <a href="#">Industrial Technology—Vocational Major</a> Vocational minor required*</p> <p>E. <a href="#">Industrial Technology Non-Vocational Major</a></p> <p>F. <a href="#">Technology and Design Non-Vocational Major</a></p> <p><b>*See advisor for vocational certification and vocational minor requirements</b></p> <p><b>** Students interested in Phys. Ed. should enroll in <i>HPER 1500: Foundations of Physical Education</i> during their first or second semester at WMU.</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Biology</a></li> <li>• <a href="#">Chemistry</a></li> <li>• <a href="#">Earth Science</a></li> <li>• <a href="#">English</a></li> <li>• <a href="#">French</a></li> <li>• <a href="#">Geography</a></li> <li>• <a href="#">German</a></li> <li>• <a href="#">Health Education</a> ***</li> <li>• <a href="#">History</a></li> <li>• <a href="#">Industrial Technology</a></li> <li>• <a href="#">Latin</a></li> <li>• <a href="#">Mathematics</a></li> <li>• <a href="#">Physical Education</a> **</li> <li>• <a href="#">Physics</a></li> <li>• <a href="#">Political Science</a></li> <li>• <a href="#">Russian</a></li> <li>• <a href="#">Spanish</a></li> </ul> <p><b>***Students interested in Health Ed. should enroll in <i>HPER 1550: Foundations of Health Education</i> during their first or second semester at WMU.</b></p>

### Additional Pre-Professional Requirements for Health and Physical Education

**All the requirements listed on page 10 AND**

- Completion of **HPER 1500 or 1550** with a grade of "C" or better.
- Satisfactory completion of **BIOS 1120**
- Completion of an **application for admission to the Department** at the HPER office on the fourth floor of the Student Recreation Center.

### III. SPECIAL EDUCATION

#### Required Certification Areas:

All Special Education Students **must** complete coursework in the four certification areas listed below:

#### I: Elementary Education

Eligible Certifications:

- Kindergarten-5 in all subjects
- Kindergarten-8 in all subjects when teaching in a self-contained classroom—one in which the majority of instruction is provided by a single teacher

#### II: Learning Disabilities

Eligible Certification: Kindergarten-12 Special Education (Learning Disabilities)

#### III: Emotional Impairment OR Cognitive Impairment

Eligible Certification: Kindergarten-12 Special Ed (Emotional Impairment OR Cognitive Impairment)

#### IV: One Content Area Minor selected from the list below:

Eligible Certification: Grades 6-8	Eligible Certification: Grades 6-12		
	Biology	Geography	Physics
Elem/Middle Language Arts	Chemistry	German	Political Science
Elem/Middle Mathematics	Earth Science	History	Russian
Elem/Middle Science	English	Latin	Spanish
Elem/Middle Social Studies	French	Mathematics	

#### Additional Optional Certification Areas:

Special Education Students can **also choose** to complete additional certification requirements for:

- **Early Childhood** (Eligible Certification: (ZS) Pre-school/young fives programs)
- **Health Education** (Eligible Certification: Grades 6-12)
- **Physical Education** (Eligible Certification: Grades 6-12)
- **Industrial Technology** (Eligible Certification: Grades 6-12)

---

**STUDENTS INTERESTED IN SPECIAL (ADAPTED) PHYSICAL EDUCATION:** Undergraduates interested in teaching adapted physical education should complete either 1) a bachelor's degree in Special Education **or** 2) a bachelor's degree in Physical Education and then complete a master's degree or additional endorsement in Special (Adapted) Physical Education. For more information about Special (Adapted) Physical Education visit: <http://www.wmich.edu/coe/hper/special-adapted/>

---

**STUDENTS INTERESTED IN SPECIAL EDUCATION: VISUAL IMPAIRMENTS:** Undergraduates interested in teaching children with visual impairments are encouraged to complete a bachelor's degree in regular elementary education and then a master's degree in TCVI. For more information on the MA in TCVI, visit: [www.wmich.edu/hhs/blvs/TCVI.htm](http://www.wmich.edu/hhs/blvs/TCVI.htm)

### III. SPECIAL EDUCATION (continued)

#### Pre-Professional Requirements for Special Education

All undergraduate students who declare a preference for a curriculum leading to a teaching certificate will be designated as **pre-education at the time of admission to WMU**.

**Special Education is a competitive admission program and admission is NOT guaranteed.** Applications are only accepted once a year—on February 1. Students must complete all of admission requirements listed below prior to submission of their application to the Special Education program.

Applications are accepted once a year by **February 1**

**All admission criteria must be met PRIOR TO THE APPLICATION DEADLINE!! After completion of the following requirements, students should complete the Professional Education Admission Application in order to take upper professional level education classes:**

- Completion of **56 hours** (spring semester hours may be counted)
- Completion of all Western Michigan University **Intellectual Skills Development classes** IF REQUIRED. (e.g. MATH 1090, LS 1040, ENG 1000)
- Completion of an approved **college level writing course**
- Completion of **ED 2500**: Human Development, or an approved course, with a grade of "C" or better
- Achievement of a **minimum cumulative grade point average (GPA) of 2.5** or better
- Achievement of passing scores on the Michigan Test for Teacher Certification (MTTC)—**Basic Skills** section <http://www.mttc.nesinc.com/>
- Documentation of **at least thirty clock hours of experience with person(s) with a disability**
- Documentation of **current TB test**
- **Livescan criminal background check**

**Note:** Students selected for admission to Special Education comprise a cohort that begins taking courses in the Special Education sequence the following fall semester. The four semesters of Special Education coursework must be taken in the prescribed sequence. **Special Education students complete a full year of Internship (student teaching); one semester in Special Education and one semester in Elementary Education.**

#### Career Assessment and Counseling

**Unsure about your major or career path? Looking for careers that match your major?**

**You're not alone! WMU can help!**

- I. **DON'T WORRY!!** You **will** figure it out and might even have fun in the process.
- II. **Start with FOCUS-2**—a **free** on-line career exploration and planning tool offered through Career and Student Employment Services. Log in at: <http://www.wmich.edu/career/focus.html> The access code is BRONCOS.
- III. **Continue** by
  - Meeting with a **Career Advisor** [www.wmich.edu/career/students/career\\_advising.html](http://www.wmich.edu/career/students/career_advising.html)
  - Exploring CoEHD Career Resources: <http://www.iwebfolio.com/public/education>
  - Doing **informational interviews** and/or **volunteer or paid work** in some of your careers of interest.
  - Becoming active in **student organizations**.
  - Talking with your **Academic Advisor**.
  - Taking entry level or exploratory **classes** and talking with **faculty** in your majors and minors of interest.
  - Taking the **UNIV 1020: Career Exploration and Development** class.
- IV. For a **more in depth career interest and aptitude assessment**, consider taking the **Career Guidance Inventory (CGI)** (\$25 fee for WMU students) and meeting with a Career Counselor at Counseling Services, Sindecuse Health Center, 269-387-1850, [www.wmich.edu/counseling/](http://www.wmich.edu/counseling/)

**Career Advisor for the College of Education and Human Development is Deveta Gardner**  
[deveta.gardner@wmich.edu](mailto:deveta.gardner@wmich.edu) or 269-387-2745

## Internships (Student Teaching)

Office of Field Placements (OFP), 2206 Sangren Hall, 269-387-3466, <http://www.wmich.edu/education/internship>

- I. At the end of their program, all **teacher education students** complete a 1 semester **Regular Education Internship (12 credits)** coordinated by the OFP.

**Students may request a geographic placement preference, but the final location, school, and grade are selected by the Office of Field Placements.**

Assignments are made within a **50 mile radius of Kalamazoo**, or in the **Detroit Metro** cluster sites, the **Grand Rapids Metro** cluster site, the **Muskegon Metro** cluster site, or the **Lakeshore** cluster site—Benton Harbor, Niles (elementary only) Lakeshore, Hartford

- II. The following **requirements** must be met **prior to internship**:
1. Admission to the Upper Professional Level in the College of Education
  2. Completion of all coursework
  3. A cumulative grade point average of 2.5 or better
  4. An overall grade point average of 2.5 in the Professional Education sequence with no grade lower than a "C" in any Professional Education course
  5. Satisfactory recommendation from major and minor departments **Error! Bookmark not defined.**
  6. Completion of methods course(s) in the major and/or minor with minimum grade of "C"
- III. All Internship applications are due **one year prior to the intended internship semester**.
- IV. Additional information for **Early Childhood Internships (6 credits)**
- Placement must be in a Preschool setting (ages 0-4) and can be in a Fall, Spring, or Summer term.
  - If you have questions, please contact Dr. Regena Nelson at 269-387-3509 or [regena.fails.nelson@wmich.edu](mailto:regena.fails.nelson@wmich.edu)

---

## Teacher Certification

Office of Teacher Certification, 2217 Sangren Hall, 269-387-3473, <http://www.wmich.edu/education/certification>

- I. To be recommended for **State of Michigan CERTIFICATION** you need:
1. Minimum grade of "C" in ED 4100 Seminar in Education and earned credit in Intern Teaching
  2. Passing scores on examination(s) in appropriate teaching subject area(s) in major and minor
  3. Completion of a baccalaureate degree
  4. Current valid certification in first aid and cardiopulmonary resuscitation (CPR)

II. Certification in **Other States**

Michigan is a member of the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract—whose purpose is to assist teachers and other educators who move to another state. The Interstate Contract provides a vehicle for approved recognition of educational training for educators who have completed state approved teacher education programs or who are state-certified with appropriate experience.

Currently, all 50 states, the District of Columbia, Guam, Northern Marianas Islands, American Samoa, Puerto Rico, British Columbia, Ontario, and the Department of Defense Educational Activity (DODEA) have signed the NASDTEC Interstate Contract for the Teacher category.

For further information about certification requirements in other states, please consult the following websites:

- 50 States' Certification: <http://www.uky.edu/Education/TEP/usacert.html>
- State Certification Requirements: [http://www.educationworld.com/jobs/state\\_certification.shtml](http://www.educationworld.com/jobs/state_certification.shtml)

III. **Program Verification** and/or **Institutional Recommendation** Forms

Frequently, other states will request that a Program Verification Form or Institutional Recommendation Form be completed by the Teacher Certification Officer or Dean of your college or university. Please send any such forms to: WMU Office of Teacher Certification, 1903 W. Michigan Ave, Kalamazoo, MI 49008-5260.

**Human Development Programs**  
in the Departments of  
**Family and Consumer Sciences (FCS) and**  
**Human Performance and Health Education (HPHE)**

**I. Selective Admissions Programs**

**A. Athletic Training (HPHE)**

[www.wmich.edu/humanperformance/athletictraining/index.html](http://www.wmich.edu/humanperformance/athletictraining/index.html)  
[Athletic Training Curriculum Guide](#)

The athletic trainer is an allied health care professional that specializes in the prevention, evaluation, and immediate care of injuries, as well as the rehabilitation and reconditioning of injuries. Working with physicians and other allied health practitioners, the athletic trainer functions in a number of settings including: secondary schools, colleges and universities, sports medicine clinics, and professional sports programs. Students are admitted as pre-athletic training and can apply to the professional program in the Fall of their sophomore year after completing all pre-professional course work. A minor is not required. **Note: There is no guarantee that a student will be admitted to the professional program.**

**B. Dietetics (FCS)**

[www.wmich.edu/consumer/dietetics/fall2010.htm](http://www.wmich.edu/consumer/dietetics/fall2010.htm)  
[Dietetics Program Guide](#)

The Dietetics program is approved by The American Dietetic Association. Graduates are eligible to apply for and must complete either an accredited internship or supervised practice in order to qualify for certification as Registered Dietitians. After registration, the dietitian may work in hospitals, schools, commercial food establishments, or for community health agencies. Students are admitted as pre-dietetics and can apply to the professional program in the Spring of their sophomore year after completing all pre-professional course work. No minor required. **Note: There is no guarantee that a student will be admitted to the professional program.**

**C. Interior Design (FCS)**

[www.wmich.edu/consumer/itd/program.htm](http://www.wmich.edu/consumer/itd/program.htm)  
[Interior Design Program Guide](#)

Interior design applies analytical, aesthetic, technical, and business skills to the development of spaces for living, working, and/or relaxation. Graduates are employed with architecture and design firms, in interior/facilities management divisions of large corporations, in the retailing of home furnishings, in marketing, and in showroom management. No minor required.

1. **Pre-Interior Design:** Initially students must apply and be accepted into the first two years of course work in the Pre-Interior Design program sequence. **Students accepted into the pre-program must begin in the fall.**
2. **Admission to the Upper Level:** During the **fourth semester in the program**, students in the Pre-Interior Design program will submit to a portfolio review which is the basis for selective admission to the upper division of the curriculum. The purpose of the review is to encourage excellence in design and recognize those students best prepared for the challenge of advanced studio courses. **Note: Admission to the Pre-Interior Design program does not guarantee the student will be admitted to the upper division.**

**\*\*Note to incoming freshmen interested in Interior Design**

Pre-Interior Design applications for Fall 2011 were due on May 1, 2011.

If you did not apply but would still like to be considered for Pre-Interior Design for Fall 2011, you  
MUST submit an application and all required supplemental materials by  
**August 1, 2011.**

Application information is available at: [www.wmich.edu/consumer/itd/applicants](http://www.wmich.edu/consumer/itd/applicants)

## II. Other FCS and HPHE Programs (in alphabetical order)

### A. Child and Family Development (FCS)

[www.wmich.edu/consumer/fst/child-family.htm](http://www.wmich.edu/consumer/fst/child-family.htm)

[Child and Family Development Major Guide](#)

**Most of the courses for this major are taught on campus and on-line.** The Child and Family Development major prepares individuals to work with infants, toddlers, preschoolers, school-age children, and their families in a variety of settings. Students explore relationships among children, families and their environment and culture with the goal of improving quality of life within communities and society at large. This program meets State of Michigan requirements for childcare center directors. It is not meant to provide Michigan Teacher Certification. No minor required.

### B. Community Health Education Major or Minor (HPHE)

[www.wmich.edu/humanperformance/healtheducation/index.html](http://www.wmich.edu/humanperformance/healtheducation/index.html)

[Community Health Education Major Guide](#) and [Community Health Education Minor Guide](#)

CHE prepares students to work as public health educators. Students learn to assess, evaluate, plan, and carry out community programs designed to reduce and prevent community-wide health problems such as cancer, heart disease, alcohol and drug abuse, HIV/AIDS, violence, smoking, teen pregnancy, and infant mortality. Health educators work in public health departments, hospitals, and for non-profit agencies. Eligible students may participate in Eta Sigma Gamma, a national award-winning health education honorary society sponsoring numerous health related education, service, and research projects.

### C. Event Management Minor (HPHE)

[www.wmich.edu/humanperformance/index.html](http://www.wmich.edu/humanperformance/index.html)

Event Management has, over the past twenty years, become a critical strategic element of many commercial businesses, educational, non-profit, and governmental agencies. Special events influence community identity and well-being, economic development, cultural advancement, destination tourism, and a sense of place for major metropolitan areas and small town communities. Courses and practical experience in event management are provided by experienced faculty and regional experts in event management.

### D. Exercise Science (HPHE)

[www.wmich.edu/hper-esp/undergraduate.htm](http://www.wmich.edu/hper-esp/undergraduate.htm)

[Exercise Science Program Guide](#)

The B.S. in Exercise Science prepares you for careers in the areas of physical fitness and health promotion, cardiac rehabilitation, and fitness assessment and exercise prescription. The exercise science major is also appropriate for students interested in entering professional programs in physical or occupational therapy, medicine, or chiropractic or graduate school. No minor required.

### E. Family Studies (FCS)

[www.wmich.edu/consumer/fst/familystudies.htm](http://www.wmich.edu/consumer/fst/familystudies.htm)

[Family Studies Program Guide](#)

**Many of the courses for this major are taught on campus and on-line.** Family Studies graduates are employed as Family Service Field Associates, Family Educators, Juvenile Court Workers, Parent Involvement Specialists, or Children, Youth and Family Extension Agents. Graduates may become Certified Family Life Educators. Further possibilities open up when graduates continue to the Master's (MA) degree, required for family counseling or marriage and family therapy. No minor required.

### F. Family Life Education Minor (FCS)

[www.wmich.edu/consumer/fst/undergrad.htm](http://www.wmich.edu/consumer/fst/undergrad.htm)

[Family Life Education Program Minor Guide](#)

The Family Life Education Minor prepares individuals to work with infants, toddlers, preschoolers, school-age children, and their families in a variety of settings.

## **G. Food Service Administration (FCS)**

[www.wmich.edu/consumer/fsa/](http://www.wmich.edu/consumer/fsa/)  
[Food Service Administration Program Guide](#)

Emphasizing food preparation, nutrition, and management principles, this program combines the scientific study of food and the field of business. Graduates may find careers supervising or managing commercial food institutions, or may work in the food equipment field, in food research, in quality testing, technical writing, or for mass media productions. Positions may be found in schools, hospitals, public utilities, or governmental food agencies. No minor required.

## **H. Recreation Major or Minor (HPHE)**

[www.wmich.edu/humanperformance/recreation/index.html](http://www.wmich.edu/humanperformance/recreation/index.html)  
[Recreation Major Guide](#) and [Recreation Minor Guide](#)

The Major or Minor offers guidance, experience, and courses that allow students to prepare to assume leadership and/or administrative roles in community, campus, outdoor, commercial, government, or private settings. Eligible students are invited to participate in Phi Epsilon Kappa professional honorary society. The major requires a minor and the minor requires a major.

## **I. Textile & Apparel Studies—Fashion Design Emphasis (FCS)**

[www.wmich.edu/consumer/tex/design.htm](http://www.wmich.edu/consumer/tex/design.htm)  
[Textile and Apparel Studies--Design Emphasis Major Guide](#)

This emphasis is intended for students interested specifically in apparel design. Students are required to spend at least part of their junior year at The American Intercontinental University (AIU) in London, England, or at the Fashion Institute of Technology (FIT) in New York City at an additional cost of \$25,000-\$29,000 plus the cost of airfare, books, and supplies. Fashion Design courses completed at these schools will comprise a portion of the career emphasis for these students. The Fashion Design student's program must be carefully planned with an advisor. No minor required.

## **J. Textile & Apparel Studies—Merchandising Major or Minor (FCS)**

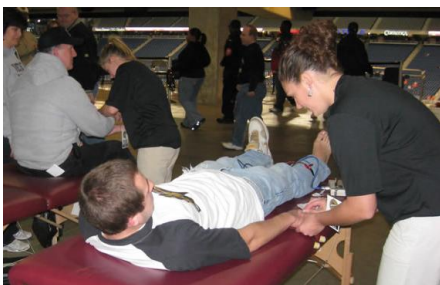
[www.wmich.edu/consumer/tex/merchandising.htm](http://www.wmich.edu/consumer/tex/merchandising.htm)  
[Textile and Apparel Studies--Merchandising Emphasis Major Guide](#) (no minor required)  
[Textile and Apparel Studies Merchandising Minor Guide](#) (major required)

Students pursuing the Textile and Apparel Studies-Merchandising program pursue careers as buyers or managers of department stores and specialty shops, in manufacturing or fabrication, in buying offices, and in trade-media positions.

## **K. Textile & Apparel Studies—Product Development (FCS)**

[www.wmich.edu/consumer/tex/development.htm](http://www.wmich.edu/consumer/tex/development.htm)  
[Textile and Apparel Studies—Product Development Major Guide](#)

The Product Development Career option meets increasing industry demand for graduates who have an understanding of both design and merchandising aspects of the industry. Increasingly, the design and merchandising functions are inter-related, as apparel firms rely increasingly on private brands, and as apparel manufacturers assume a more prominent retailing function. Students who elect this option take courses in merchandising, design and business to prepare them for challenging careers in product development. No minor required.



# Academic Enrichment Opportunities

## Education and Human Development Learning Community

<http://www.wmich.edu/housing/special/education.html>

### Harvey Hall

The Education and Human Development Residence Hall Community is ideal for students interested in careers in education and human development programs. Partnering with the College of Education and Human Development, activities include interacting with faculty and exploring related professions. College of Education and Human Development support services will be available in the hall.

## First Year Experience Seminar (FYE 2100)

[www.wmich.edu/fye/seminar/index.html](http://www.wmich.edu/fye/seminar/index.html)

1<sup>st</sup> Floor, Seibert Administration Building, 269-387-2167

First-Year Seminar is a transition course for first-year students. This two-credit hour course gives first-year students a shared opportunity to successfully make the academic and social transition to university life.



## Lee Honors College (LHC)

[www.wmich.edu/honors](http://www.wmich.edu/honors)

Contact: Sue Oole, 269-387-3230, sue.oole@wmich.edu

Students from any major can join the Lee Honors College as new freshmen, new transfers, or as continuing WMU students. Check their website for their admissions requirements and take the first step toward enriching your undergraduate education through the honors program.

## Steps Toward Exhibiting Mastery (STEM) Program

<http://www.wmich.edu/multicultural/stem/>

2<sup>nd</sup> Floor, Ellsworth Hall, 269-387-3317

The STEM Program is designed to promote student success and to increase college graduation rates for academically and economically disadvantaged students. Eligible students are provided academic support through tutoring, mentoring, counseling/advising, multicultural activities, educational seminars, and career and graduate school planning.



## Study Abroad

<http://international.wmich.edu/content/section/7/160/>

2<sup>nd</sup> Floor, Ellsworth Hall, 269-387-5890

Studying abroad is a seminal experience that can greatly enhance your education by raising your geographical and cultural awareness—two key areas of interest for today's employers. WMU has a study abroad program suited for any major.



## TRIO Future Educator Success Program (FESP)

[www.wmich.edu/fesp](http://www.wmich.edu/fesp)

2215 Sangren Hall, 269-387-3500

Part of College of Education and Human Development Advising Office, TRIO FESP is a

U.S. Department of Education federally funded grant program that promotes the success, retention and graduation of first-generation, income-eligible **future teachers** and future teachers with disabilities.

## TRIO Student Success Program (SSP)

[www.wmich.edu/ssp](http://www.wmich.edu/ssp)

1<sup>st</sup> Floor, Ellsworth Hall, 269-387-4440

TRIO SSP is a federally funded success program that helps first-generation, income-eligible college students and college students with disabilities in their transition to college and until graduation. CoEHD non-teaching majors may be eligible for SSP.

# Student Organizations GET INVOLVED!!

## Alpha Lambda Delta

Freshmen Honor Society

[www.rso.wmich.edu/alphalambdadelta/](http://www.rso.wmich.edu/alphalambdadelta/)

## Alternative Spring Break

[www.rso.wmich.edu/asb](http://www.rso.wmich.edu/asb)

## Alternative Winter Experience

<http://wmich.collegiatelink.net/organization/alternative-winter-experience>

## American Humanics Student Association

Preparing WMU Students for Nonprofit Leadership

<http://wmich.collegiatelink.net/organization/american-humanics-student-association>

## Eta Sigma Gamma

Health Education Honorary

<http://www.rso.wmich.edu/etasigmagamma/index.html>

## Family Studies Organization (FSO)

<http://www.wmich.edu/consumer/fst/>

## Interior Design Student Organization

[www.wmich.edu/consumer/itd/organization.htm](http://www.wmich.edu/consumer/itd/organization.htm)

## Kappa Delta Pi

International Honor Society in Education

Office: 2310 Sangren Hall

E-Mail: [rso\\_kdp@wmich.edu](mailto:rso_kdp@wmich.edu)

[www.rso.wmich.edu/kdp](http://www.rso.wmich.edu/kdp)

## Kappa Omicron Nu, Theta Nu Chapter

Family and Consumer Sciences Honor Society

<http://www.kon.org/>

## LHC Programming Council

Office: Lee Honors College

<http://www.wmich.edu/honors/programming%20council.html>

## M.O.D.A.

Merchandising Opportunities and Design Association

For Textile and Apparel Studies majors and minors

<http://www.wmich.edu/consumer/groups/index.html>

## Student Council for Exceptional Children

WMU Chapter #346

<http://www.wmich.edu/specialed/groups/scec.html>

## Student Dietetic Association

E-Mail: [rso\\_sda@wmich.edu](mailto:rso_sda@wmich.edu)

[www.rso.wmich.edu/sda/](http://www.rso.wmich.edu/sda/)

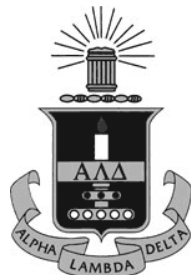
## Student Education Association

A Professional Organization for Future Teachers

Office: 2310 Sangren Hall

E-Mail: [rso\\_sea@wmich.edu](mailto:rso_sea@wmich.edu)

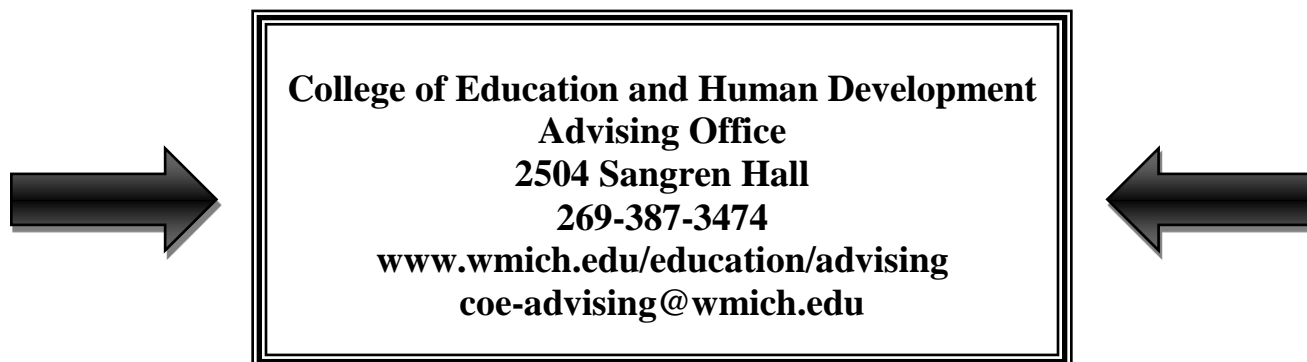
[www.rso.wmich.edu/sea](http://www.rso.wmich.edu/sea)



## Student Responsibilities in Academic Advising at WMU

Students are responsible for knowing their degree requirements, relevant policies, and deadlines and for consulting with their advisors. As a student you should:

- **Meet with an advisor** at least once per semester.
- **Read your WMU email daily.**
- **Take responsibility** for making your own **academic and career decisions** based on available information and advice, including your graduation plan.
- **Act professionally** and treat others with **respect.**
- **Seek advice** from advisors and faculty; **be open** to their suggestions.
- **Be involved** in the advising process by being **prepared** to discuss your goals and educational plans during meetings; **bring questions and necessary materials.**
- **Have a working knowledge** of university policies, procedures, and campus resources.
- **Familiarize** yourself with FERPA and how this privacy act governs our interaction with you, your family, and others.



## Advisor Responsibilities in Academic Advising at WMU

Academic advisors have the responsibility to uphold the integrity and value of your degree by maintaining the standards and policies of the university. Your academic advisors will:

- **Assist** you in making academic decisions consistent with your interests, abilities and goals.
- **Communicate** university, college, major and minor requirements, policies, and processes.
- **Listen** carefully and **respect** questions, concerns, and problems.
- **Assist** with course scheduling, transfer and study abroad credit evaluation, and the graduation auditing process.
- **Help you discover** educational and co-curricular opportunities which complement your goals.
- Find ways to continuously **improve the advising process.**
- **Present alternatives.**
- **Maintain student record confidentiality** according to WMU and the Federal Educational Rights and Privacy Act (FERPA) guidelines.