EDUCATION: INITIAL TEACHER LICENSURE - SECONDARY (GRADUATE CERTIFICATE)

Award: Graduate Certificate in Education
Program of Study: Initial Teacher Licensure - Secondary
Program Code: 7206, 7207, 7208, 7209, 7210

The Graduate Certificate in Education, ITL - Secondary degree is designed as a dynamic program to meet the needs of education professionals as they seek initial state licensure. The degree is awarded after successful completion of 30 semester hours.

The program is designed using the cohort model with a group of participants completing all requirements in a one-year cycle. New cohorts may begin each year.

Admission to the program follows the stated guidelines for graduate admission procedures outlined in the university catalog. Additionally, students must provide three letters of reference, proof of working with youth, and a statement of purpose.

Graduate certificates will, at a minimum, align with either two Masters student learning outcomes or two Doctoral student learning outcomes, depending on certificate level. Certificates may choose to use more than two student learning outcomes, if desired. In addition to these campus-wide student learning outcomes, all recipients of this Graduate Certificate will be able to:

1. Demonstrate mastery of major area's content knowledge and pedagogical strategies through fieldwork with learners in professional settings. (Specialized Knowledge/Applied Learning)
2. Design and establish a safe, inclusive, and respectful learning environment for a diverse population of students. (Specialized Knowledge/Applied Learning)
3. Plan and deliver effective instruction to students, based on research-based pedagogical practices. (Communication Literacy/Information Literacy)
4. Collect and critically analyze student assessment data and use results to inform planning and instruction. (Critical Thinking/ Quantitative Fluency)
5. Demonstrate professionalism through ethical conduct, reflection, and leadership. (Personal and Social Responsibility)

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program's requirements.

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select "Print Options." This will give you the options to either "Send Page to Printer" or "Download PDF of This Page." The "Download PDF of This Page" option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Graduate Degree Requirements

The following institutional requirements apply to all CMU graduate-level degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Graduate certificates consist of a minimum of 5 credit hours. Master's degrees consist of a minimum of 30 credit hours. Doctoral degrees consist of a minimum of 60 credit hours.
- All credits in a graduate program must be minimally at the 500-level.
- At least fifty percent of the credit hours must be taken at CMU.
- Students must achieve a 3.00 cumulative GPA or higher in all CMU coursework.
- Students may not apply coursework with a grade lower than a "C" toward graduation requirements. Individual graduate programs can institute polices that exceed these minimums.
- A course may only be used to fulfill one requirement for each degree/ certificate.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Graduate Degree Requirements" in this catalog for a complete list of graduation requirements.
- All policies for graduate certificates are outlined in the Graduate Policies and Procedures Manual, which is provided on the Graduate Studies website.

Program Specific Requirements

(30 semester hours, must earn a grade of "B" or better in each course.)

- It is recommended that students work closely with a faculty advisor when selecting courses and scheduling classes prior to registration.

Code	Title	Semester Credit Hours
EDUC 521	Educational Foundations, Student Development, and Ethics	3
EDUC 562	Curriculum, Instruction, and Assessment	6
EDUC 586	Accommodating Diverse and Exceptional Needs	3
EDUC 570	Classroom Management	1
Complete one of the following, based on content area concentration:		2
EDUC 580A	Secondary Instructional Methods for English Language Arts	
EDUC 580B	Secondary Instructional Methods for Social Studies	
EDUC 580C	Secondary Instructional Methods for Mathematics	
EDUC 580D	Secondary Instructional Methods for Science	
EDUC 580E	Secondary Instructional Methods for Spanish	
EDUC 584	Secondary Literacy Methods Across the Curriculum	3
EDUC 580	Secondary Instructional Methods Across the Curriculum	3

EDUC 599B	ITL 3: Directed Teaching: Secondary Education	9
Total Semester Credit Hours		**30**

Suggested Course Plan

First Year		
Summer Semester		**Semester Credit Hours**
EDUC 521	Educational Foundations, Student Development, and Ethics	3
EDUC 562	Curriculum, Instruction, and Assessment	6
EDUC 586	Accommodating Diverse and Exceptional Needs	3
	Semester Credit Hours	**12**
Fall Semester		
EDUC 570	Classroom Management	1
EDUC 580	Secondary Instructional Methods Across the Curriculum	3
EDUC 584	Secondary Literacy Methods Across the Curriculum	3
Complete one of the following, based on content area concentration:		2
EDUC 580A	Secondary Instructional Methods for English Language Arts	
EDUC 580B	Secondary Instructional Methods for Social Studies	
EDUC 580C	Secondary Instructional Methods for Mathematics	
EDUC 580D	Secondary Instructional Methods for Science	
EDUC 580E	Secondary Instructional Methods for Spanish	
	Semester Credit Hours	**9**
Spring Semester		
EDUC 599B	ITL 3: Directed Teaching: Secondary Education	9
	Semester Credit Hours	**9**
	Total Semester Credit Hours	**30**

Advising and Graduation

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for their intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one-semester certificates, complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found on the Graduation web page.

If a student's petition for graduation is denied, it will be their responsibility to apply for graduation in a subsequent semester. A student's "Intent to Graduate" does not automatically move to a later graduation date.