



## Education Department Newsletter January/February 2016

### Welcome

Hello Education students! We are off and running with our spring semester as part of Mount Saint Mary's University. Please be on the lookout for an electronic newsletter coming via email again later in the semester. *(If you do not receive this via email, it means you need to call Jill Verceles and ask to be added to your advisor's email list!)* Read this newsletter throughout for important information you won't want to miss! You can also find the newsletter on our Education Department webpage.

### Confirm Enrollment

It is important that you confirm your enrollment via WebAdvisor. Follow instructions delivered via email from the Registrar's Office.

### Last Day to Add/Drop a Course or Withdraw

The last day to add or drop an **evening** class without a petition was Tuesday, January 19<sup>th</sup>. The last day to withdraw from an evening course (with a \$13 fee) is Friday, March 18<sup>th</sup>. The last day to add or drop a **weekend** class without a petition is Tuesday, February 1<sup>st</sup>. The last day to withdraw from a weekend course (with a \$13 fee) is Monday, March 14<sup>th</sup>. Be sure to turn in paperwork ASAP because the Business office has a variable refund schedule!

### Weekend Office Availability

**Business** and **Registrar** - *only* Saturdays weekend 1 (Jan. 23), weekends 4 (March 19) and 5 (April 9).  
**Financial** - *only* Saturdays weekend 1 (Jan. 17--23), weekend 4 (March 19) and weekend 5 (April 9).  
See MSMU website for hours.

### New Students To Do List

- ☐ **Parking Pass** – If you have not yet received a parking pass, you should register online and then visit the Business Office (Doheny, 745 Adams) Please bring your photo ID, auto registration, and insurance I.D. card. You will need to register via an online system first, so please call the Business Office to inquire about how to do this.
- ☐ **Student Identification Card** – New students can obtain an MSMU student ID card at the Food Service Department Office on the second floor of Building 11 (cafeteria) on the Doheny campus, Continuing students who have lost their I.D. may obtain a new card for \$15.
- ☐ **Library Card** – To check out materials from the Library students must first obtain a Student I.D. card. Once the I.D. card is issued, students should go to the library and fill out the appropriate form to obtain a library barcode that will activate their card.

### Critical Teaching in Action Conference

#### MSMU's Social Justice Teaching Conference!

Saturday, Feb.13, 2016 9-4:30 pm  
[www.msmu.edu/criticalteaching](http://www.msmu.edu/criticalteaching)

**Register before Feb.5** and get the MSMU student discounted price of \$10 for keynote, two workshops, lunch and the film screening! (Regularly \$30 or \$40 at the door).

Please spread the word to your colleagues – It's a great professional development experience!

Hands on workshops are an opportunity to learn from other educators how they teach environmental education and the intersection with social justice issues. Come learn how a Catholic elementary school was redesigned for sustainability; how to teach about the LA River, climate change and more...

[www.msmu.edu/criticalteaching](http://www.msmu.edu/criticalteaching)

Any questions? [jabe@msmu.edu](mailto:jabe@msmu.edu) - Dr. Julie Feldman-Abe

### Professional and Academic Resource Center (PARC)

If you need assistance passing the Math portion of the CBEST, tutors are available. **PARC on the Portal!** Associates bios, hours and contact information as well as various resources, such as APA documentation guides, are available for download. Locate at: **MyMSMU Portal at Academics at Professional and Academic Resource Center.**

### Grammar and Style Toolkit Workshop

Misplaced semicolons, absent commas, run on sentences, casual word choices...

This workshop will help you keep your coursework free and clear of unnecessary grammar and style mistakes. The first part of the workshop will focus on common grammatical errors, correct usage of punctuation, and sentence construction. We will then delve into the finer points of academic style, discussing issues like how to paraphrase, choose the right word, and establish the appropriate tone. We will include exercises designed to help you master these essential skills.

*January 30, 2016 (Sat): 9am – 12noon  
Conducted by Taylor Walle*

### Graduate Writing Tutor Available!

Tutors are available to support you in completing written course assignments and masters projects. Email [parc@msmu.edu](mailto:parc@msmu.edu) to reserve an appointment. Office phone: (213) 477-2873.

## Resume and Interviewing Boot Camp Workshop at PARC

Learn how to present your education and experience in a way that best suits your career path. Time will be set aside to work on your resume. Don't forget about the interview though - knowing how to answer questions and impressing the interviewer can increase your chances of receiving an offer. Learn how to answer the most challenging interview questions and stand out from the crowd.

*April 30, 2016 (Sat): 9am – 1pm*

*Conducted by Yvonne Banzali*

## Graduate Career Advisor

The PARC is proud to offer a Graduate Career Advisor. Contact her if you'd like to schedule an appointment, set up a mock interview, or get support regarding career possibilities. Markell Morris, [parc@msmu.edu](mailto:parc@msmu.edu). (213) 477-2893

## Textbook Information

The Ed Department posts all textbook order information on our Ed Department webpage on the same page where you find that semester's first assignments and weekend syllabi.

<https://www.msmu.edu/education/>

We hope this allows you to plan ahead and attend your first class session each semester fully prepared. If you have any questions about textbook availability, please email Rose Foskarino at [rfoskarino@msmu.edu](mailto:rfoskarino@msmu.edu).

## SAVE THESE DATES!

### Celebration of Learning

Come one, come all! If you are completing a Certificate, Preliminary Credential, or Clear Credential, we want to honor you. Also, come witness Masters Degree candidates present the results of their research inquiries. This event will be held in the **Donohue Center on Wednesday, May 4th from 4-6PM**. This is also a wonderful way for first year students to learn more about what lies ahead next year, get research ideas, and support your colleagues. Please extend the invitation to family, friends, mentors, supervisors, and principals. All are welcome! This is an opportunity to celebrate everyone's contributions to your success.

### Graduate Accolades (TENTATIVE)

A ceremony honoring spring graduate students receiving Masters Degrees will (likely) take place on **Friday May 6th from approximately 5:00-7:30PM in the Rose Hills Auditorium**. This celebration is for students and their families. Business/special occasion attire is appropriate for all. This is the moment when graduates will hear their names and project titles read aloud and will be able to celebrate accomplishments together in a more intimate gathering. No tickets are required for this event.

### 2016 Commencement Ceremony

The 2016 Commencement ceremony for graduates earning their A.A. and B.A. degrees will take place on Monday, May 9<sup>th</sup> at 3PM. Please be sure to watch out for emails from the Registrar's office regarding tickets, ordering garb, arrival time, etc.

Plans for the Graduate students' commencement are still being finalized.

## Important Reminder for all Graduate Preliminary Teacher Credential/Masters Candidates

Passing all CSET exams for your subject area in a timely way is crucial. If all subsections of your subject area are not passed before the Supervised Teaching deadline the semester BEFORE you are scheduled to do supervised teaching, then you will not be able to proceed with your program plan. This can significantly delay your graduation date. We recommend that you spread out your CSET exam schedule so that you take one exam at a time to allow time for adequate study and preparation.

### Fall 2016 Supervised Teaching

It sounds like a long way off, but the deadlines creep up on you! The deadline for filing for supervised teaching and completing **all** prerequisite requirements is **May 15**. This includes verification of passing scores on all CSET examinations, submitting a copy of your certificate of clearance, supervised teaching equivalency petitions (if applicable) and enrolling in the appropriate section of Supervised Teaching. See your advisor immediately if you have not initiated an application for supervised teaching.

### Education Advisement

We schedule both summer and fall semesters in advance so you do not need to see an advisor over the summer.

#### All Graduate Students:

Make an appointment to see your advisor to select your classes during FEBRUARY or early MARCH. Web Advisor will open for summer and fall registration in mid-March.

If you intend to follow your plan with no changes, you might be eligible to have a phone advisement appointment in order to avoid an additional drive to campus. **Note:** Preliminary candidates may need to complete documents related to supervised/student teaching in person.

Clear Only candidates will have advising after one of the weekend courses, so you do not need to make an appt.

#### Undergraduate Students

##### Liberal Studies Majors:

February 23 through March 13.

Sign up for appointments anytime on or after Feb 18th.

Outside Office 415; Humanities Bldg.

##### Single Subject Majors:

Follow procedures for your major and also, please see Dr. Gordon as well. This is extremely important because in order to ensure that you get to student teach when planned, all requirements must be met. This is not something you can do on your own! We have to check off each needed element so please do not advise each other. See Dr. G!

### Are You Completing a Preliminary Credential this Semester?

If you teach in a private or charter school without its own induction program, then you can complete your Clear Credential at MSMU. If you haven't made plans to apply for the Clear program yet, Call Jill Verceles at 213-477-2620 and make an appt. to meet with an advisor to get program details about the Clear Credential program.

## **Class Attendance is Important**

The community of learners that you develop in your classes is an important support to your education. We look forward to seeing you at every class but do realize that there are times when you have unavoidable conflicts. In addition to notifying your instructor, notify a classmate who can pick up class materials for you and fill you in on the session you missed. In the Education Department, students who miss 3 class sessions in 3 or 4 unit courses or 2 class sessions in 1 unit courses must do an additional make up assignment. Students who miss 4 class sessions in 3 or 4 unit courses or 3 class sessions in 1 unit courses will be administratively dropped.

## **Rent-a-Text Program**

The bookstore has a list of Education books for Summer priced at \$15 and above for rentals. Contact Katie Chiles at [kchiles@msmu.edu](mailto:kchiles@msmu.edu). While not every title is available for rent, this option may help those trying to manage the rising cost of higher education.

## **Education Department Student Mail Files**

Education students should be aware that they have a personal mail file located in the foyer of the Education Department (Building 20). Because the department may place important information in your file, we suggest that you try to check it regularly. The building is open from 9:00 am to 6:00 pm Monday through Friday and 7:30 am to 1:30 pm on Weekend College Saturday and Sunday.

## **Check out this important resource! Credential and Graduate Students Handbook**

A program handbook specific to the Ed. Department is posted in two locations on the MSMU webpage: the graduate division webpage and the Ed Dept main webpage (right hand side of page). Please refer to this handbook for important information regarding program and department policies, including the recently instituted Candidate Disposition Statement and related formative feedback processes.

## **News for Undergraduate Education Students**

### **Undergrads! Do you know others who want to teach?**

If you know freshmen who might be interested in teaching K-12, encourage them to register for EDU 100 for the fall semester 2016. If you have friends at the Mount who are considering teaching, encourage them to contact Sr. Kieran at 213-477-2628 or stop by the Liberal Studies Office at the Chalon Campus on the posted Tuesdays H 415.

## **News from Elementary Credential Program**

Students enrolled in EDU 254 or EDU 255 this semester must complete an application for supervised teaching. Make sure to come for advisement with Dr. Feldman-Abe early – Feb. or March – so you are fully aware of all the requirements. Deadline for fully passing CSET is May 15, 2016. Contact [jabe@msmu.edu](mailto:jabe@msmu.edu), if you have any questions.

## **News from Education Specialist Credential**

The multiple credential track is available to current Preliminary credential students. Please meet with Dr. Taylor if you would like to consider acquiring an Education Specialist along with a general education credential as well. Please contact Jill for an appointment.

## **News from Secondary Credential Program**

Students who are enrolled in EDU 267 this semester must complete an application for supervised teaching. The instructor and Dr. Gordon will distribute hard copies of the application in class. Then, **you must see your advisor** to make sure you have all requirements met or at least are fully aware of what is needed to complete supervised teaching.

**The deadline for having all requirements met such as CSET must be completed before Nov. 15, 2016.** It seems far off but it comes up on us quickly.

## **News for Clear Credential Candidates**

This spring students in EDU 225D will participate in the Clear Credential Colloquium on Saturday, April 23 2016. This is the last day of your Clear Credential classes. You're encouraged to invite your Mentor/Buddy, principal, and family to save the date for this colloquium/potluck. Be alert for more information in class.

## **News for Instructional Leadership Candidates**

**Professional Opportunity:** Instructional Leadership students are offered a unique opportunity to serve as Student Ambassadors for the Critical Teaching in Action Conference on Saturday February 14- 2016. As a Student Ambassador, you will greet conference presenters and serve as an assistant during their presentation. You will also have the opportunity to attend a second workshop at the conference for free. This is a great opportunity to learn about teaching related to Environmental Justice while adding to your professional resume as an Educational Leader! Contact Dr. Kimberly Nao ([knao@msmu.edu](mailto:knao@msmu.edu)) or Dr. Julie Feldman-Abe ([jabe@msmu.edu](mailto:jabe@msmu.edu)) for more information.

**EDU 299 Summer Elective:** The topic for the summer elective EDU 299 is Social Media and Culturally Relevant Pedagogy. The focus will be on how to leverage student interest in social media to build literacy skills. The instructor is an instructional leader who currently teaches middle school English in the Santa Monica Malibu School District. You can look forward to an interactive and practical course that will prepare you to imagine new ways of teaching literacy skills to today's media savvy students.

**See next page...**

## **Intern Credential Programs Available for Preliminary Programs!**

Multiple Subjects, Single Subject, and Special Education teacher candidates are eligible to attend MSMC while completing their credential as a university intern. This means that you can teach at a public school and earn your credential at the same time - **if** a position is available. There are specific requirements that must be met --- for example, CSET must be completely passed and the US Constitution requirement must be met --- so please see Dr. Robin Gordon (single subject candidates), Dr. Julie Feldman-Abe (multiple subjects candidates) or Dr. Diana Taylor (education specialist candidates) if you hope to pursue this option.

### **Please Read Your MSMU Email!**

All official University communication to students is distributed via Mount Saint Mary's e-mail accounts. Letters regarding registration, special events, tuition, policy changes etc. are sent by e-mail only. An MSMU email account is available to all fully accepted students. If you have NOT received information about your email please contact the Office of Information Technology via email at [helpdesk@msmu.edu](mailto:helpdesk@msmu.edu) or by phone at (213) 477-2970.