



## Education Department Newsletter August 2015

### Welcome

Welcome Education students to our fall semester. Please be on the lookout for our electronic newsletter coming via email twice per semester during the fall and spring, and once as we get started for summer. **Read them throughout for important information that you won't want to miss!** You can also find the newsletter on our Education Department webpage.

### Confirm Enrollment

Please know that you must electronically confirm your enrollment every semester after the start of classes for the Registrar's Office. Please do this by the deadline offered via the Registrar's office. This is very important for the Registrar and Financial Aid offices. You will receive an email from the Registrar with simple instructions on how to do this.

### Last Day to Add/Drop/Withdraw

The last day to add or drop an evening course is August 31st. The last day to add or drop a weekend course is September 21st. The last day to withdraw from an evening course is October 30th. The last day to withdraw from a weekend course is October 19th. \*\*\*Be sure to turn in completed paperwork to the Registrar's Office ASAP because the Business office has a variable refund schedule!

### Weekend Office Availability

Services available only weekend 1 (Sept 12-13), weekend 4 (Oct. 31-Nov. 1), and weekend 5 (Nov. 14-15) unless otherwise noted.

Business Office	Saturday Only 9-2PM
Financial Aid	Saturday Only 9-2PM
Library	Sat/Sun 10-10PM
Registrar's Office	Saturday Only, 9-2PM
Bookstore*	Sat/Sun 7:30-3:30PM

\*and every other Sunday 12-4PM (starting Aug. 30)

### Weekday Office Hours and Information

Bookstore x2760 M-Th 7AM-6:00PM, F 7AM-5PM  
Business Office x2540 M-Th 9AM-6PM, F 9:00AM-4PM  
Financial Aid x2562 M-Th 9AM-6PM, F 8AM-4PM  
Graduate Admission x2800 M-Th 8-5PM, F 8-4PM  
Library x2750 M-Th 8AM-9PM, F 10AM-10PM  
Registrar's Office x2520 M-Th 9AM-6PM, F 8AM-4PM

### Spring 2016 Graduating Class

If you intend to graduate this spring, you **MUST** apply for graduation in the Registrar's Office. (Cost = \$112). The deadline is Monday, August 31st. If you apply late, you will be charged an additional \$110 fee.

### Spring 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 **November 15**. This includes verification of passing scores on all CSET examinations and filing of a certificate of clearance and supervised teaching equivalency petitions. See your advisor immediately if you have not initiated an application for supervised teaching.

### CSET for Spring Supervised Teaching

Last date to take the computer-based CSET and obtain passing scores for enrollment in supervised teaching for Spring 2016 is mid-October. For paper-based exams, the last test date is likely early September. Remember that early registration is also important. Please note that the **Multiple Subject CSET is only available on-line**. Bulletins are available in the Education Department or on the web at <http://www.cset.nesinc.com>. Scores must be received prior to November 15th to meet the deadline date.

### Education Advisement

It's not too early to clarify your program sequence in preparation for spring semester.

#### Graduate Students:

Call Jill Verceles at 213 477-2620 to make an appointment to see your advisor to confirm your program plan. Web Advisor will open for spring registration in early November.

#### Undergraduate Students

*Liberal Studies Majors: Call or e-mail Sr. Kieran 213-477-2628; [kvaughan@msmu.edu](mailto:kvaughan@msmu.edu) or Stop by the Chalon Office to see posted office hours. Office 415; Humanities Bldg.*

#### Single Subject Majors:

Follow procedures for your major and also, please see Dr. Gordon as well.

### Masters Project Proposal SUPPORT!

If your graduate research involves people, you must submit an application to the MSMU Institutional Review Board. Learn the nuts and bolts of writing and submitting your IRB application for the Human Subjects Committee.  
Date: Tuesday, September 15  
Time: 5:00 p.m.  
Place: TBD (speak with your project advisor)

## *Professional and Academic Resource Center (PARC)*

**Location: Building 10, Room 201**  
**Email: [PARC@msmu.edu](mailto:PARC@msmu.edu)**  
**Phone: (213) 477-2898**

Get your money's worth! It's part of your tuition payment! Take advantage of our writing, statistics, research methods, math and career support services. Email [PARC@msmu.edu](mailto:PARC@msmu.edu) for an appointment or schedule one on your own on the MyMSMU portal:  
<https://welcome.mount.msmc.la.edu/academics/PARC/Pages/default.aspx>.

### **Writing Associates**

Three Writing Associates are available to support you in completing written course assignments and masters projects. Online paper review is also available via the PARC portal page:  
<https://welcome.mount.msmc.la.edu/academics/PARC/Pages/default.aspx>. Office phone for all three Writing Associates (Christine Jun, Christine Louise Mills and Taylor Walle): (213) 477-2873.

### **Career Advisor**

The Mount also offers a Career Advisor for graduate students. Contact [PARC@msmu.edu](mailto:PARC@msmu.edu) if you'd like to schedule an appointment, set up a mock interview, or get support regarding career possibilities. Office phone for Yvonne Banzali: (213) 477-2893.

### **Statistics/Research Methods/Math Associate:**

Assistance is also provided if you are developing a survey for your masters project. Contact [PARC@msmu.edu](mailto:PARC@msmu.edu) to schedule an appointment. Office phone for Joan Christodoulou: (213) 477-2874.

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 à Academics à Professional and Academic Resource Center  
(<https://welcome.mount.msmc.la.edu/academics/PARC/Pages/default.aspx>)

## **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, Building 10) Please bring your photo ID, auto registration, and insurance I.D. card.
- 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.

## **Don't Let Your Work Get Trashed!**

Please see Jill Verceles to pick up any binders or projects left for you by your instructors. *Course materials from spring and summer 2015 that are not claimed by October 15th will be destroyed.*

## **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 weekend syllabi and first assignments. We hope that this allows you to plan ahead and attend your first class session fully prepared.

The MSMU bookstore regularly orders fewer textbooks than are needed for our students. For this reason we ask that you plan to purchase the textbooks you need at least **ONE to TWO WEEKS PRIOR** to the start of your courses. This way, if the book is unavailable in the bookstore, you can alert their staff and they will place an order for you. Also, PLEASE alert Rose Foskarino – 213-477-2621 - [rfoskarino@msmu.edu](mailto:rfoskarino@msmu.edu) - in the Education Department immediately. We are then able to place and track orders right away.

## **Education Department Student Mail Files**

Education students have a personal mail file located in the foyer of the Education Department (Building 20).

**Please stop by and pick up old folders and assignments returned from previous semesters. Items left in folders that are more than one semester old may be thrown away!**

Because the department may place important information in your file, try to check it regularly. The building is open from 9:00 am to 6:00 pm Monday through Thursday and 7:30 am to 1:30 pm on weekend sessions Saturday and Sunday.

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

As the University's strategic plan for developing its use of technology, all official College communication to students is distributed via Mount Saint Mary's e-mail accounts. Letters from the college regarding registration, special events, tuition, policy changes etc. are sent by e-mail only.

An MSMU email account is available to all students. Your email may be accessed through the Mount's web site home page ([www.msmu.edu](http://www.msmu.edu)) or through the Outlook system found on the desktops of the computers in the computer labs. Your email address is the first four letters of your first and last name. For example, the login for Mary Jones is maryjone. Be alert: if you are one of two MSMU maryjone you addresses may include numerals. Your password is randomly selected and should have been mailed to you. If you have NOT received this information please contact the Office of Information Technology via email at [helpdesk@msmu.edu](mailto:helpdesk@msmu.edu) or by phone at (213) 477-2970.

## **Class Attendance - Don't Get Dropped!**

If you have unavoidable conflicts with class, 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 three sessions of a 3 unit course will need to do an additional 5-page paper in order to remain in good standing in the course** – due before the end of the fall semester. Speak to your instructor for guidelines.

**Any student who misses more than 3 sessions of a 3 unit course will be administratively dropped.** If you must miss a class session, take good care of yourself, contact your instructor immediately, and make sure you are present for all other sessions.

**Be mindful that 1 and 2 unit courses only allow for a single absence before an additional paper is required to remain in the course!**

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

A program handbook specific to the Ed. Department is posted on the MSMU Graduate Division MSMU webpage: <http://www.msmu.edu/graduate-programs/about-msmu/student-handbook.aspx>. Please refer to this handbook for important information regarding program and department policies, including the Candidate Disposition Statement and related formative feedback processes.

## **Candidate Dispositions Reminder**

The Education Department at Mount Saint Mary's University assesses candidates' *dispositions* in addition to their knowledge and skills. This approach is in keeping with a national trend in which candidates are expected to demonstrate an orientation to learning that supports student achievement.

The Ed Dept. systematically assesses all candidates on these dispositions. More information about our policies and which courses will involve the systematic assessment of dispositions is available in the Education Department's Student Handbook, located on the Graduate Division webpage under Graduate Student Handbook, Part III at: <http://www.msmu.edu/graduate-programs/about-msmu/student-handbook.aspx>

**Attention undergrads in the Concurrent Program of Teacher Preparation:** Please access and become familiar with the information on teaching credentials in the Ed. Dept.'s Student Handbook. Skip the information about the masters degree for now.

## **Read about EDU News and Events!**

Take a few moments to read about faculty and student news posted on the Education Department website. Visit the website regularly to stay up to date. Do you have a story? Please alert us to something you feel should appear on our News and Events link or in our Newsletter.

## **Scholarship Opportunity**

Each year the Education Department is able to award a few small scholarships to students who meet eligibility requirements. Please see <http://www.msmu.edu/graduate-programs/academics/financial-aid/> for information specifically related to the Education Department scholarships. If you would like to be considered for one of these scholarships, please email Jill Verceles at [jvercles@msmu.edu](mailto:jvercles@msmu.edu) and ask for the "EDU Annual Scholarship Application". Complete it fully and email it to Dr. Shelly Tochluk, Department Chair, at [stochluk@msmu.edu](mailto:stochluk@msmu.edu) before Tuesday, September 8<sup>th</sup>, 2015. Funding is limited and awards will be determined by a faculty committee based upon candidates' 1) academic history with MSMU, 2) financial aid/grants history, 3) and meeting funders' stipulations. An announcement regarding awards will be made in the next EDU Newsletter. Award amounts are to be determined.

## **News from Center for Cultural Fluency Cultural Fluency (CCF) Resources at your Fingertips!**

**[www.culturalfluency.org](http://www.culturalfluency.org)**

MSMU Center for Cultural Fluency's online catalog provides you with a wealth of information about available books, videos, museum kits and other resources representing the diverse cultures of Los Angeles. And you're always welcome to browse our shelves in person. We're located on the second floor of the Doheny Library.

*CCF is happy to announce that Shaquan Dixon will be our Graduate Student Intern for 2015-16 – Welcome, Shaquan!*

Save the Date: **Saturday - Feb. 13, 2016 – Critical Teaching in Action** -- the CCF Social Justice Teaching Conference— a one-day conference dedicated to environmental education at MSMU Doheny campus  
more info at: [www.culturalfluency.org](http://www.culturalfluency.org)

## **Free Education Books**

There are a few professional and academic books related to Education that are available at no cost (free), if any of the titles are of interest to you. Take a look to the right of the front door and entrance to the Ed. Dept.

## **Important Information for Undergraduates**

The deadline for graduation in May 2016 is Monday, August 31<sup>st</sup>. If you apply late, you will be charged an additional \$110. The "on-time" graduation fee is \$110.00, effective August 24, 2015..

## **Know others interested in teaching?**

If you have friends at MSMU who are considering elementary teaching, encourage them to contact Sr. Kieran at 213-477-2628 or stop by the Liberal Studies Office at the Chalon Campus . If you have friends at MSMU who are considering secondary teaching, encourage them to contact Dr. Robin Gordon at 213-477-2624.

## News from the Instructional Leadership Program

Welcome back to school! We hope you're excited to begin/continue the Instructional Leadership Master's at the Mount. Please be sure to welcome our new Director of Instructional Leadership, Dr. Kimberly Nao! She can be reached at knao@msmu.edu.

## News from the Clear Credential Program

Welcome back to school! We hope you're excited to begin/continue Clear Credential program at the Mount. Please be sure to welcome our new Director of the Clear Credential program, Dr. Kimberly Nao! She can be reached at knao@msmu.edu.

More information will be forthcoming via email. So, watch out for those!

## News from Elementary Teacher Preparation

Welcome back to school from the Elementary Ed program! We look forward to seeing you in class. Grad students, please make sure to check in with Dr. Julie Feldman-Abe, your advisor, for an advisement appointment sometime this semester to review your plan and make sure all is on track. The end of September and anytime in October are usually the calmest times to get an appointment! See you soon!

Undergrads, stop by office 415 to check on office hours. Advisement for the spring semester will take place beginning on October 12, 2015.

## News from Education Specialist Teacher Preparation

Welcome to the new 2014-15 year! As usual, the Education Specialist Program is evolving and these changes are critical for each of you who have been in the program prior to this semester. Be sure to make an appointment with me so that we can review your plan and keep it on track with your expectations.

## News from Secondary Teacher Preparation

Welcome back to continuing students and welcome to our incoming group of secondary teacher candidates! If you plan to do Supervised Teaching in the spring, you should have already turned in a **Supervised Teaching Application**. Check with your advisor to be sure this was done. **Remember, all sections of the CSET must have been fully passed in order to move into that phase.**

## Intern Credential Programs Available for Elementary, Secondary and Special Education Programs!

Multiple Subjects, Single Subject and Education Specialist teacher candidates are eligible to attend MSMU while completing their credential as a university intern. This means that you can teach at a public or charter school and earn your credential at the same time - **if** a position is available. There are specific requirements that must be met. See below. Please see Dr. Feldman-Abe (multiple subjects candidates) Dr. Gordon (single subject candidates) or Dr. Taylor (education specialist candidates) if you hope to pursue this option.

### Intern Eligibility Requirements

If you believe that you may acquire a teaching position as an Intern, it is critical that you meet with your advisor ASAP. You must also have verification that you have passed all the required tests: CBEST, CSETs, & CTEL (or have already earned an EL authorization by earning another credential) in order to be eligible to be a university intern. The paperwork and process is demanding, therefore becoming an intern requires weeks or months of preparation prior to approval.

### Consider Joining the youTHink Arts Education Teacher Network

The youTHink Teacher Network is a professional organization for educators committed to best serving Los Angeles students and to creating engaging and relevant curricula and inclusive classroom culture. For more information, please contact Shifra Teitelbaum at [shifra@youthink.org](mailto:shifra@youthink.org).