

**INITIAL TEACHER PREPARATION PROGRAMS**  
**GENERAL ADVISING INFORMATION**

Post-Baccalaureate Teacher Certification  
Master of Arts in Teaching  
Special Education Masters with Teacher Certification

Thank you for your interest in teacher certification at Eastern Michigan University (EMU). This handbook contains information about teacher preparation programs for persons who already hold a bachelor's degree. More information about teaching programs at EMU is available in the "General Policies and Procedures Manual" [www.emich.edu/coe/forms/documents/general-policies-procedures.pdf](http://www.emich.edu/coe/forms/documents/general-policies-procedures.pdf).

History and Accreditation

For over 150 years, EMU has played a major state and national role in the preparation of teachers and other school personnel. EMU was among the first institutions in the country to prepare physical education teachers and special education teachers. We currently offer programs at the bachelors, masters, specialist, and doctoral degree levels. Our programs have received a number of national recognitions. We are fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and approved by the Michigan Department of Education. In almost every instance where a program-specific national recognition exists, we hold this recognition. Many EMU alumni have won local, state, and national awards in the field of education. EMU has a long and distinguished history of preparing teachers and other educational professionals.

Mission Statement for the College of Education at EMU

The mission of the College of Education is to create an exemplary educational environment to develop the intellectual curiosity, creativity, critical and reflective thinking and problem solving abilities of its students so that they may become ethical, productive and contributing participants in a democratic society.

CPED2S Conceptual Framework for the Initial Teacher Preparation Program at EMU

EMU prepares Caring, Professional Educators for a Diverse and Democratic Society. The professional education courses are designed around the CPED2S conceptual framework. They are designed to facilitate and develop the knowledge, skills, and dispositions in becoming a caring, professional educator for a diverse and democratic society. The CPED2S handbook at [www.emich.edu/coe/forms/documents/cped2s-manual.pdf](http://www.emich.edu/coe/forms/documents/cped2s-manual.pdf) provides additional information.

## INITIAL TEACHER PREPARATION PROGRAMS (ITPP)

EMU offers three teacher preparation programs for persons who already hold at least a four-year bachelor's degree from an accredited institution and want to return to earn an initial teaching certificate.

### Post-Baccalaureate Teacher Certification (PBTC)

PBTC is a non-degree program made up of undergraduate classes leading to either an elementary or a secondary teaching certificate and a Post-Baccalaureate Certificate awarded by EMU. This program can be pursued regardless of undergraduate degree held. Elementary certification requires completion of a set of elementary liberal arts classes, an elementary major (or two minors), and a sequence of professional education classes. Secondary certification requires a few general education classes, completion of a teaching major, an optional teaching minor, and a sequence of professional education classes. Students may use classes from their previous studies to satisfy some of the PBTC requirements. The length of the program varies, depending on courses previously taken and the area of certification sought. It takes the typical candidate 2 to 3 years to complete PBTC if taking classes full-time, although it can be pursued part-time.

### Master of Arts in Teaching (MAT)

MAT is a graduate degree program available with concentrations in Biology, Chemistry, Chinese, English, Integrated Science, Mathematics, Physics or Physical Science, and World Languages. The MAT leads to a Michigan secondary teaching certificate with an endorsement to teach in grades 6-12 (middle school and high school) in the subject of the concentration. World Language endorsements are for grades K-12. The concentrations were developed for persons who have a degree in that field of concentration or a closely aligned field. However, a program of study requiring undergraduate classes can be developed for someone who does not have the requisite degree. The program can be completed in 1.5 to 2 years. However, it can be worked on part-time until reaching the student teaching semester which is full time during the day for 15 weeks. A few classes are only offered during the day. Some of the classes are offered on-line and some are offered on campus, making the program partially on-line and partially on-campus.

### Special Education Master's with Teacher Certification (SEMT)

SEMT is a graduate degree program which starts with both undergraduate and graduate level courses and leads to either an elementary or secondary teaching certificate with a K-12 special education endorsement. Students in the program may also take additional classes to earn a master's degree in Special Education. SEMT students choose one of the special education impairment areas to major in: Emotional Impairment, Cognitive Impairment, and Physical and Other Health Impairment. Those who want to earn an elementary certificate also complete Liberal Arts for Elementary Education classes. Those who want to earn a secondary certificate choose and complete one of the secondary teaching minors. Two semesters of student teaching is required for both elementary and secondary certification. The SEMT program can be pursued regardless of the undergraduate degree held.

## ELEMENTARY POST-BACCALAUREATE TEACHER CERTIFICATION

The elementary teaching certificate is valid for teaching all subjects in grades K-5 and all subjects in K-8 self-contained classrooms. It requires a set of liberal arts classes and an elementary major or two elementary minors. The required MTTC test for elementary certification is Elementary Education #103. The elementary certified teacher can add endorsements to teach grades 6-8 in the second major or minors by passing optional Michigan Test for Teacher Certification (MTTC) subject area tests. With Early Childhood Education, you can add the endorsement to teach PreK. With TESOL, you can add the ESL endorsement for grades K-12.

### Liberal Arts Curriculum for Elementary Education:

Required Course	Course Completed
WRTG 121 Composition II (3 hrs)	
CTAC 124 Fundamentals of Speech (3 hrs)	
CHL 207 Intro to Children's Literature (3 hrs)	
ENGL 307 or RDNG 240 Writing for Elementary Teachers (3 hrs)	
GEOG 110 World Regions (3 hrs)	
PLSC 112 American Government (3 hrs)	
HIST 123 United States to 1877 (3 hrs)	
HIST 313 Michigan History (3 hrs)	
PHY 100 Physics for Elem Teachers (3 hrs)	
ESSC 202 Earth Science for Elementary Teachers (3 hrs)	
ARTE 220 Visual Arts for the Elementary Teacher (3 hrs)	
MUED 220 Music for the Elementary Teacher (3 hrs)	
MATH 108 Problem Solving & Number Concepts (3 hrs)	
MATH 110E Math Reasoning: App for Elem Teachers (3 hrs)	

### One Elementary Major or Two Elementary Minors:

Major options - Early Childhood, Integrated Science, Language Arts, Mathematics, Reading, Social Studies.  
 Minor options - Integrated Science, Language Arts, Mathematics, Reading. One of the minors can be in French, German, Spanish or TESOL K-12. See [catalog.emich.edu](http://catalog.emich.edu) for specific course requirements.

### Professional Education Sequence:

Required Course	Course Completed
EDPS 322 Human Development and Learning (4 hrs)	
SPGN 251 Introduction to Inclusion and Disability Studies (3 hrs)	
HLED 320 Health Education in the Elementary Grades (2 hrs)	
PHED 257 Physical Education for the Classroom Teacher (2 hrs)	
CTAR 300 Integrated Arts for the Elementary Teacher (3 hrs)	
RDNG 300 Early Literacy (3 hrs)	
SFCE 328W Schools in a Diverse and Democratic Society (3 hrs)	
CURR 304 Curriculum & Methods: Elementary (3 hrs)	
PRCT 304 Practicum I: Elementary (3 hrs)	
EDPS 340 Introduction to Assessment & Evaluation (3 hrs)	
BIOT 303 Life Science for Elementary Teachers (3 hrs)	
MATH 381 Teaching of Mathematics in Elem Schools (3 hrs)	
RDNG 310 Literacy across the Curr in the Interm Grades (3 hrs)	
PRCT 310 Practicum II: Elementary (3 hrs)	
LTEC 330 Instructional Apps of Media & Technology (3 hrs)	
CURR 308 Integrated Social Studies for Elem Teachers (3 hrs)	
EDUC 492 Student Teaching (9 hrs)	

## SECONDARY POST-BACCALAUREATE TEACHER CERTIFICATION

The secondary teaching certificate is valid for teaching grades 6-12 in the major and minor. A few majors include an endorsement to teach grades K-12; those are marked accordingly. Michigan Test for Teacher Certification (MTTC) subject area tests in the major and minor will be required for certification. Students pursuing secondary certification will choose one major and have the option of choosing a minor. Additional majors or minors may be chosen. To find specific requirements for each major and minor, go to [catalog.emich.edu](http://catalog.emich.edu).

Liberal Studies Requirement	Course Completed	Liberal Studies Requirement	Course Completed
English Writing		Mathematics	
Communication		Natural/Physical Sciences	
Literature		Arts	
Humanities/Social Sciences			

Secondary and K-12 Majors	Optional Secondary Minors
Arabic K-12 (for native speakers)	Biology
Arts Education K-12	Chemistry
Biology	Communication and Theatre Arts
Business, Management, Marketing and Technology	Earth Science
Chemistry	English, Language, Literature and Writing
Chinese K-12 (for native speakers)	French Language
Communication and Theatre Arts	German Language
Earth Science	Mathematics
English Language, Literature and Writing	Physical Education
French Language (can also do K-12)	Physics
Geography/History	Psychology
German Language and Literature (can also do K-12)	Spanish Language
History/Geography	Teaching English as a Second Language K-12
Integrated Science	Vocational Technical
Japanese Language and Culture K-12	
Mathematics	
Music Education K-12	
Physical Education K-12	
Physics	
Physical Science Comprehensive or Physical Science with a Bio, Chem, Earth Sci or Physics minor	
Social Studies with Economics, Geography, History or Political Science	
Spanish (can also do K-12)	

**Professional Education Sequence:** *Professional education classes are different for students completing a major in Art Education, BMMT, Physical Education, or Music Education. See [catalog.emich.edu](http://catalog.emich.edu) for specific requirements.*

Required Course	Course Completed
EDPS 322 Human Development and Learning (4 hrs)	
SPGN 251 Intro to Inclusion & Disability Studies (3 hrs)	
SFCE 328W Schools in a Diverse & Dem Society (3 hrs)	
CURR 305 Curriculum and Methods: Secondary (3 hrs)	
PRCT 305 Practicum I: Secondary (3 hrs)	
EDPS 340 Introduction to Assessment & Evaluation (3 hrs)	
LTEC 330 Instructional Apps of Media & Tech (3 hrs)	
RDNG 311 Teaching Reading in Secondary School (3 hrs)	
PRCT 311 Practicum II: Secondary (3 hrs)	
Methods of Teaching in Subject Area (3-6 hrs)	
EDUC 492 Student Teaching (9 hrs)	

## MASTER OF ARTS IN TEACHING

The MAT leads to a secondary teaching certificate valid for teaching grades 6-12 in the concentration area. A Michigan Test for Teacher Certification (MTTC) subject area test in the concentration is required for certification. To find specific requirements for each concentration area, go to [catalog.emich.edu](http://catalog.emich.edu).

Required Course	Course Completed
CURR 505 Curriculum & Methods for Teach in Secondary School (3 hrs)	
PRCT 588 Practicum in Secondary Classrooms (2 hrs)	
LTEC 602 Technology & Student-Centered Learning (3 hrs)	
EDPS 501 Psychology of Adolescence (3 hrs)	
EDPS 627 Designing Classroom Assessments (3 hrs)	
RDNG 657 Comprehension and the Content Areas (3 hrs)	
SFCE 655 Education for Justice (3 hrs)	
SPGN 510 Intro to Inclusive Education & Disability Studies (3 hrs)	
EDUC 592 Teaching Internship (6 hrs)	
Concentration/Content Hours, varies for each concentration	
Concentration/Content Hours, varies for each concentration	
Concentration/Content Hours, varies for each concentration	
Concentration/Content Hours, varies for each concentration	

Each concentration requires completion of certain undergraduate classes in that discipline. Many or all of these classes can be completed as part of the applicant's undergraduate degree. Complete MAT admission requirements are listed in the Admissions section of this booklet.

Biology concentration: minimum of 28 semester hours in biology, including course work in genetics, physiology, botany, and zoology; two semesters of general chemistry; one semester of organic chemistry; one semester of biochemistry (or a second semester of organic chemistry); two semesters of introductory physics; and one semester of calculus or statistics.

Chemistry concentration: minimum of 32 semester hours in chemistry coursework, including calculus-based physical chemistry; organic chemistry; quantitative analysis; biochemistry; analytical instrumentation; physics; and mathematics (calculus, trigonometry).

English concentration: minimum of 28 semester hours in English, or English-related, coursework that includes children's literature, literature, linguistics, and composition or creative writing.

Integrated Science concentration: calculus-based introductory mechanics physics course with lab, algebra-based electricity and magnetism with lab, modern physics, inorganic chemistry I for science majors with lab, inorganic chemistry II for science majors with lab, organic chemistry for science majors, Introductory Biology I, Introductory Biology II, Ecology, Dynamic Earth Systems, Earth System through time, Weather and Climate, and Astronomy.

Mathematics concentration: minimum of 30 semester hours in mathematics, including Calculus (two semester sequences), Multivariable Calculus, Linear Algebra, Calculus-based statistics, Introduction to Mathematical Proof, College Geometry, and Abstract Algebra.

Physics concentration: minimum of 30 semester hours in physics coursework, including Calculus based mechanics, Heat and sound & electricity and light (2 semester sequences), Astronomy with laboratory, Intermediate mechanics and laboratory, Electricity and magnetism, Heat and thermodynamics, and Modern physics and laboratory.

Physical Science concentration: minimum of 54 semester hours in physical science coursework, including Introductory astronomy, General chemistry with laboratory (two course sequence), Organic chemistry and laboratory, Chemistry quantitative analysis, Biochemistry, Earth Systems, Physics: mechanics, Heat and sound & electricity and light (2 semester sequence), Modern physics and laboratory, Thermodynamics, and a biology course.

Commonly Taught World Languages: minimum of 30 semester hours at 300-level or above in the language of intended licensure. Certification available in French, German, Japanese and Spanish.

Less Commonly Taught World Languages: minimum of 30 semester hours at 300-level or above or the equivalent level of content knowledge in the language of intended licensure. Certification available in Arabic, Chinese and Korean.

## ELEMENTARY SPECIAL EDUCATION MASTERS WITH TEACHER CERTIFICATION

The Elementary SEMT program leads to an elementary teaching certificate valid for teaching all subjects in grades K-5 and all subjects in K-8 self-contained classrooms as well as a K-12 special education endorsement in the specific impairment area in which one majors. All elementary SEMT students are required complete a set of liberal arts classes as well as choose and complete a special education major in one of the impairment areas listed below. The required MTTC test for elementary certification is Elementary Education #103. Also required is an MTTC test for the particular special education major. Classes listed here are for the certificate only; additional classes are required to complete the Master of Arts in Special Education.

### Liberal Arts Curriculum for Elementary Education:

Required Course	Course Completed
WRTG 121 Composition II (3 hrs)	
CTAC 124 Fundamentals of Speech (3 hrs)	
CHL 207 Intro to Children’s Literature (3 hrs)	
GEOG 110 World Regions (3 hrs)	
PLSC 112 American Government (3 hrs)	
HIST 123 United States to 1877 (3 hrs)	
PHY 100 Physics for Elem Teachers (3 hrs)	
ESSC 202 Earth Science for Elementary Teachers (3 hrs)	
ARTE 220 Visual Arts for the Elementary Teacher (3 hrs)	
MUED 220 Music for the Elementary Teacher (3 hrs)	
MATH 108 Problem Solving & Number Concepts (3 hrs)	
MATH 110E Math Reasoning: App for Elem Teachers (3 hrs)	

**Choose a second major:** Cognitive Impairments, Emotional Impairments, or Physical and Other Health Impairments. *See an advisor for a list of the specific classes required for the major.*

### Professional Education Sequence:

Required Course	Course Completed
EDPS 325 Life Span Human Growth and Development (4 hrs)	
SPGN 510 Introduction to Inclusion Education & Disability Studies (3 hrs)	
HLED 320 Health Education in the Elementary Grades (2 hrs)	
CTAR 300 Integrated Arts for the Elementary Teacher (3 hrs)	
RDNG 300 Early Literacy (3 hrs)	
SFCE 328W Schools in a Diverse and Democratic Society (3 hrs)	
CURR 304 Curriculum & Methods: Elementary (3 hrs)	
GEOG 348 Teaching Social Studies in Elementary Schools (3 hrs)	
SPGN 390 Measurement and Diagnosis in Special Education (3 hrs)	
SPGN 481 Assistive & Instructional Technology in Special Ed (3 hrs)	
BIOT 303 Life Science for Elementary Teachers (3 hrs)	
MATH 381 Teaching of Mathematics in Elem Schools (3 hrs)	
RDNG 310 Literacy across the Curriculum in Intermediate Grades (3 hrs)	
PRCT 310 Practicum II: Elementary (3 hrs)	
EDUC 499 Student Teaching in General Education (4 hrs)	
SPGN 689 Supervised Internship in Special Education (6 hrs)	
SPGN 694 Seminar: Interdisciplinary Special Education (3 hrs)	

## SECONDARY SPECIAL EDUCATION MASTERS WITH TEACHER CERTIFICATION

The Secondary SEMT program leads to a secondary teaching certificate valid for teaching K-12 special education in the specific impairment area in which one majors as well as in grades 6-12 in the subject in which the teacher earns a minor. All secondary SEMT students are required complete a set of liberal arts classes, a special education major in one of the impairment areas, and a secondary teaching minor listed below. The required MTTC tests for secondary certification include the MTTC test for the particular special education major and the MTTC for the secondary teaching minor. Classes listed here are for the certificate only; additional classes are required to complete the Master of Arts in Special Education.

Liberal Studies Requirement	Course Completed	Liberal Studies Requirement	Course Completed
English Writing		Mathematics	
Communication		Natural/Physical Sciences	
Literature		Arts	
Humanities/Social Sciences			

**Choose a second major:** Cognitive Impairments, Emotional Impairments, or Physical and Other Health Impairments. *See an advisor for a list of the specific classes required for the major.*

### Professional Education Sequence:

Required Course	Course Completed
EDPS 325 Life Span Human Growth and Development (4 hrs)	
SPGN 510 Introduction to Inclusion Ed and Disability Studies (3 hrs)	
SFCE 328W Schools in a Diverse and Democratic Society (3 hrs)	
CURR 305 Curriculum & Methods: Secondary (3 hrs)	
SPGN 390 Measurement and Diagnosis in Special Education (3 hrs)	
SPGN 481 Assistive & Instructional Technology in Special Ed (3 hrs)	
RDNG 311 Teaching Reading in the Secondary School (3 hrs)	
Varies Methods of Teaching in Minor (3 hrs)	
EDUC 499 Student Teaching in General Education (4 hrs)	
SPGN 689 Supervised Internship in Special Education (6 hrs)	
SPGN 694 Seminar: Interdisciplinary Special Education (3 hrs)	

**Choose a Minor:** *See [catalog.emich.edu](http://catalog.emich.edu) for a list of the specific classes required for the minor.*

Biology	German Language
Chemistry	Mathematics
Communication and Theatre Arts	Physical Education
Earth Science	Physics
English Language, Literature and Writing	Spanish Language
French Language	Vocational Technical



## PRE-STUDENT TEACHING

All teacher candidates are required to spend time in classroom and/or clinical settings to prepare them for student teaching and ultimately licensure. Prospective teachers are expected to spend time observing and interacting with K-12 teachers and their students. These valuable experiences help teacher candidates to understand teaching, learning, discipline, culture and context, all things they will need to know and understand in order to become effective teachers.

There are four basic purposes for pre-student teaching:

- To allow the prospective teacher to affirm her/his decision to become a teacher.
- To provide a context for understanding concepts and issues in the professional education courses.
- To provide opportunities to practice teaching skills and observe licensed teachers.
- To prepare the prospective teacher for the student teaching semester(s).

PBTC and MAT students need to meet the following requirements while pre-student teaching:

- Accumulate 100 hours of pre-student teaching experience.
- Experience must be age appropriate and no more than three years old at the time student teaching commences.
- At least 50 of the 100 hours must be spent in an age-appropriate setting with a licensed teacher.
- At least one of the classroom experiences must be in a multicultural or urban setting.
- Hours are documented on a Pre-Student Teaching Field Experiences Verification Form. Music and Physical Education majors have a special packet they use.

SEMT students need to meet the following requirements while pre-student teaching:

- Accumulate 150 hours of pre-student teaching experience.
- 50 hours observing a regular elementary classroom, if seeking an elementary teaching certificate.
- Or 50 hours in a 6-12 classroom in a regular classroom in the minor if seeking a secondary teaching certificate.
- 50 hours observing a special education elementary classroom in the major.
- 50 hours observing in a secondary special education classroom in the major.
- Hours are documented on orange cards.

### Practicum

- Register for the co-requisite class (CURR 304, CURR 305, RDNG 310, RDNG 311).
- Contact the Department of Teacher Education (313 Porter, 734-487-3260) to obtain permission to register for the correct section of PRCT. Provide a copy of Ichat background check completed within the year.
- Register for PRCT.

## STUDENT TEACHING

Student teaching is the capstone experience in the Initial Teacher Preparation Program. It is an intensive internship. Students apply for student teaching 7-8 months in advance of their student teaching semester. Applications are available online at [www.emich.edu/coe/students/post-bac/student-teaching.php](http://www.emich.edu/coe/students/post-bac/student-teaching.php).

- Applications for FALL semester student teaching are due by the previous JANUARY 15. Additional materials are due AUGUST 15. Applications for WINTER semester student teaching are due by the previous JUNE 15. Additional materials are due DECEMBER 15.
- All professional education courses and all courses requiring a “C” or higher (“B” or higher for graduate professional education classes) prior to student teaching must be completed. You can student teach if you have one class remaining from your major or minor. You may not student teach if you have more than one class remaining.
- While you can take a course in your major or minor during or after student teaching, it is not recommended. Student teaching is a very time-intensive experience. Additionally, any class taken during the student teaching semester cannot interfere with student teaching.
- You will be asked to list three school districts for the purpose of placement. You may not arrange your own student teaching placement. You may not student teach in a school where you were previously a student or where a relationship with school staff members, students, or board members would impact your evaluation. The evaluation process needs to be fair and objective. The final decision for placement in student teaching is made by the College of Education.
- Students with special needs should contact the Disability Resource Center (246 Student Center, 734-487-2470) and the Director of Student Teaching (206 Porter, 734-487-1416) before the beginning of the student teaching semester.

**Regular Placement Districts:** Addison, Adrian, Anchor Bay (elementary), Ann Arbor, Belleville, Chelsea, Dearborn, Detroit, Dexter, Downriver (i.e. Flat Rock, Gibraltar, Grosse Ile, Lincoln Park, Riverview, Rockwood, Southgate, Trenton, Woodhaven, Wyandotte), Fenton, Garden City, Grass Lake, Hartland, Howell, Inkster, Jackson, Lincoln, Manchester, Milan, Monroe, Pinckney, Plymouth-Canton, Romulus, South Lyon (elementary), Taylor, Tecumseh, Utica, Walled Lake, Wayne-Westland, Whitmore Lake, and Ypsilanti.

**Limited Placement Districts:** Anchor Bay (secondary), Bedford, Berkley, Birmingham, Bloomfield Hills, Brighton, Carmen Ainsworth, Clarkston, Clarenceville, Dearborn Heights, Dundee, Farmington, Farmington Hills, Ferndale, Flint, Hazel Park, Huron Valley, Jonesville, Livonia, Mt. Clemens, Northville, Novi, Pontiac, Rochester, Romeo, Saline, Southfield, South Lyon (secondary), Troy, Van Dyke (Chippewa Valley), Warren Consolidated, Warren Woods, Waterford, West Bloomfield, Redford Union, South Redford, Traverse City, Royal Oak, and Lamphere.

**Charter Schools (limited placements):** Academy for Business and Technology, Ann Arbor Learning Community, Edison-Oakland Academy, Grand Blanc Academy, and Great Lakes Academy.

EMU seeks student teaching placement sites that have a rich and dynamic academic and institutional environment. The College of Education, through the Office of Academic Services, identifies student teaching placement sites by evaluating areas that support schools, teachers, and children. Diversity, highly qualified teachers, a high level of parent involvement, and commitment to improved student achievement are only a few of the factors that comprise a quality student teaching placement. Student teaching placements are based upon the potential for pre-service growth and development of the EMU student teacher. Public, charter, alternative, and non-traditional sites will be considered based upon the suitability of a placement to enhance skills learned throughout EMU’s Initial Teacher Preparation Program. EMU is primarily interested in sites where multiple student teachers can be placed each semester.

## ADMISSION REQUIREMENTS

The application process for full admission into an Initial Teacher Preparation Program can be lengthy. It typically takes four weeks to receive an admission decision. Although it is not a requirement, it is in your best interest to send materials at least two months before you wish to register for classes. Registration for Summer and Fall semesters begins in March. Registration for Winter semester begins in November.

Please send all admission materials to Eastern Michigan University's Office of Admissions. Once the Office of Admissions receives all of the required documents, the completed application will be forwarded to the College of Education for an admission recommendation.

### PBTC Admission

- Official transcripts from all post-secondary institutions attended. Earned four-year, baccalaureate degree from an accredited college or university. Minimum cumulative undergraduate grade point average (GPA) of 2.5, or 3.0 in the last half of the undergraduate program, or a 3.0 in a master's degree from an accredited college or university.  
If an applicant has between a 2.0 and a 2.5 cumulative undergraduate GPA, and meets all other admission conditions, then the applicant may be admitted as a Post-bachelor's Non-degree student. The non-degree student must complete a minimum of 12 credit hours at EMU, selected with an advisor, and earn at least a 2.5 GPA (C or higher must be earned in all classes) in order to apply for admission to the Post-Baccalaureate Teacher Certification program.
- EMU undergraduate application and non-refundable application fee at [www.emich.edu/admissions/](http://www.emich.edu/admissions/).
- "Statement of Civil/Criminal Convictions" (page 16 in packet), explanation and court documents, if necessary.
- Printed results from a Michigan State Police Background check: [www.michigan.gov/ichat](http://www.michigan.gov/ichat) (\$10 fee).
- Personal statement (1-2 pages typed and double-spaced). A typical personal statement would include career goals as well as education and experiences with children or youth.
- One letter of recommendation from a professional source. It is preferable that the recommendation come from a professional who can speak to the applicant's ability or potential to work with children or youth and should be on writer's organization letterhead. Personal recommendations are not appropriate.

*Send PBTC application materials to:*

*EMU Office of Admissions, P.O. Box 921, Ypsilanti, MI 48197, [undergraduate.admissions@emich.edu](mailto:undergraduate.admissions@emich.edu)*

## MAT Admission

- Official transcripts from all post-secondary institutions attended. Earned four-year, baccalaureate degree from an accredited college or university. Minimum undergraduate grade point average (GPA) of 2.75 or a 3.0 in the last half of undergraduate work.
- EMU graduate school application and non-refundable application fee: [www.emich.edu/graduate/admissions/](http://www.emich.edu/graduate/admissions/).
- Signed “Statement of Civil/Criminal Convictions” (page 16 in the packet) and explanation and court documents, if necessary.
- Printed results from a Michigan State Police Background check: [www.michigan.gov/ichat](http://www.michigan.gov/ichat) (\$10 fee).
- Personal statement (1-2 pages typed and double-spaced). A typical personal statement would include career goals as well as education and experiences with children or youth.
- Two letters of recommendation which speak to the applicant’s ability to pursue graduate-level work as well as capacity to work as a secondary school teacher.

*Send MAT application materials to:*

*EMU Office of Admissions, P.O. Box 970, Ypsilanti, MI 48197, [graduate\\_admissions@emich.edu](mailto:graduate_admissions@emich.edu)*

## SEM-T Admission

- Official transcripts from all post-secondary institutions attended. Earned four-year, baccalaureate degree from an accredited college or university. Minimum cumulative GPA of 3.0 as an undergraduate, or achieve a cumulative undergraduate GPA of 2.5 but less than 3.0 and receive acceptable scores on the Graduation Record Examination (GRE).
- EMU graduate school application and non-refundable application fee: [www.emich.edu/graduate/admissions/](http://www.emich.edu/graduate/admissions/).
- Personal Statement and two letters of recommendation.

*Send SEM-T application materials to:*

*EMU Office of Admissions, P.O. Box 970, Ypsilanti, MI 48197, [graduate\\_admissions@emich.edu](mailto:graduate_admissions@emich.edu)*

Civil/Criminal Convictions Statement: Applicants must sign a “Statement of Civil/Criminal Convictions” and provide the printed results from a Michigan State Police Background check [www.michigan.gov/ichat](http://www.michigan.gov/ichat) completed within the previous year. If you answer yes to any of the questions on the Statement, then you’ll need to provide a copy of the judgement of sentence, registrar of actions or certification of conviction for each offense and a written explanation for each offense. Applications of candidates with civil/criminal convictions will be carefully reviewed and may take longer to process. A person may be denied admission based on a civil/criminal conviction issue. If admitted, candidates with civil/criminal convictions will undergo administrative review by MDE at time of recommendation for certification, which takes at least 30 days.

International Transcripts: Students with international transcripts and all international students should contact the Office of Admissions, [www.emich.edu/admissions/international/](http://www.emich.edu/admissions/international/), 734-487-0205, [international.admissions@emich.edu](mailto:international.admissions@emich.edu), to inquire about additional documentation that may be required.

Admission Condition: At no time is admission to the Initial Teacher Preparation Program implied or guaranteed. Applications must be reviewed by the appropriate representative of the College of Education before an admissions recommendation is made.

### POST-BACHELOR’S NON-DEGREE

Admission requirements for Initial Teacher Preparation Programs may take time to acquire. Beginning with Non-Degree status allows a student to become admitted to EMU and begin taking classes towards certification while completing requirements for full admission into one of the certification programs. Requirements for Admission as Post-Bachelor’s Non-Degree:

- EMU application, select “Post-bachelor’s Non-degree,” non-refundable application fee at [www.emich.edu/admissions/](http://www.emich.edu/admissions/).
- Official transcript from the college or university from which you received your degree.
- Send official transcript to EMU Office of Admissions.

However, some restrictions apply to students while they are Post-Bachelor’s Non-Degree:

- Although EMU Advisors are available to meet with non-degree students, an official program of study cannot be obtained until admitted to the ITPP.
- Non-degree status does not qualify a student to apply for federal or state financial aid. Alternative loans may be available. Contact the Office of Financial Aid, 734.487.0455, for more information.
- Many of the College of Education courses require admissions to the Initial Teacher Preparation Program, **submit a new EMU application** and confirm that all other application materials have been received. All teacher preparation program materials must be received by the Office of Admissions before the application will be sent to the College of Education for admissions recommendation.

**STATEMENT OF CIVIL/CRIMINAL CONVICTIONS**

The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of any enumerated offense. You must respond to each of the following questions.

	YES	NO
1. Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any <u>misdemeanor</u> (including DUI) other than a traffic offense?		
2. Have you ever been convicted, found guilty of, or plead no contest to DUI (Driving Under the Influence) or OUIL (Operating Under the Influence of Alcohol)? How many? _____		
3. Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any <u>felony</u> ?		
4. Have you ever had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied? (A driver's license is not a professional license.)		
5. Do you currently have any criminal charges pending against you?		
6. Have you ever been, or are you currently, on a child abuse or sexual abuse registry in any state?		
7. Are you currently being investigated for sexual harassment, sexual abuse, or child abuse?		

In accordance with the State Board of Education Administrative Rules, a certificate may be denied or revoked for fraud, material misrepresentation, counterfeiting a certificate, or concealment in the application for a certificate (see Section R390.1201). **In order for your application to be processed, you must initial the following two paragraphs and provide EMU with basic personal identification information.**

I hereby certify that the information on this form is accurate and complete, and I hereby grant permission for school officials to release information concerning my degree and certificate to potential employers and certification agencies.

\_\_\_\_\_ (initial here)

I understand that the Michigan Department of Education may not grant a teaching certificate to a candidate with civil/criminal conviction issues, even when the candidate has successfully completed an accredited teacher preparation program. I also understand that a licensed teacher with civil/criminal conviction issues can have her or his certificate revoked.

\_\_\_\_\_ (initial here)

Printed Last Name: \_\_\_\_\_ Printed First Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Identification # at EMU: \_\_\_\_\_ Check one:  elementary  secondary

**Directions:** If you answered yes to any of the questions in the table above, please provide the following documents to the Office of Academic Services, 206 Porter Building: 1) a copy of the Judgment of Sentence, or Register of Actions, or Certification of Conviction, and 2) a written explanation of the offense. When recommended for certification, candidates with civil/criminal conviction issues will undergo administrative review by the Michigan Department of Education (MDE). Administrative review takes *at least* 30 calendar days from the day the recommendation is received by MDE.

## EMU INFORMATION AND RESOURCES

### Admissions Office

734-487-3060

[www.emich.edu/admissions/](http://www.emich.edu/admissions/)

### International Admissions

734-487-0205

[www.emich.edu/international](http://www.emich.edu/international)

### CLEP Testing

[www.emich.edu/uacdc/students/placement-testing.php](http://www.emich.edu/uacdc/students/placement-testing.php)

### College of Education

Porter Building

[www.emich.edu/coe/](http://www.emich.edu/coe/)

### Counseling and Psychological Services (CAPS)

313 Snow Health Center

734-487-1118

[www.emich.edu/caps/](http://www.emich.edu/caps/)

### Disability Resource Center

246 Student Center

734-487-2470

[www.emich.edu/drc/](http://www.emich.edu/drc/)

### Eagle One Card

203 Pierce Hall

734-487-3176

[www.emich.edu/sbs/eagleone/index.php](http://www.emich.edu/sbs/eagleone/index.php)

### EMU Bookstore

Student Center

734-487-2850

[www.bkstr.com/easternmichiganstore/home](http://www.bkstr.com/easternmichiganstore/home)

### Extended Programs

101 Boone Hall

734-487-0407

[www.emich.edu/extended](http://www.emich.edu/extended)

### Financial Aid Office

734-487-0455

[www.emich.edu/finaid/](http://www.emich.edu/finaid/)

### Graduate School

200 Boone Hall

734-487-0042

[www.emich.edu/graduate](http://www.emich.edu/graduate)

### Halle Library

955 West Circle Drive

734-487-0020

[www.emich.edu/halle/](http://www.emich.edu/halle/)

### Housing and Residence Life

734-487-1300

[www.emich.edu/residencelife](http://www.emich.edu/residencelife)

### International Students

240 Student Center

734-487-3116

[www.emich.edu/oiss/](http://www.emich.edu/oiss/)

### IT Help Desk

106 Halle Library

734-487-2120

[www.emich.edu/it/help/help\\_desk](http://www.emich.edu/it/help/help_desk)

### Mathematics Placement Test

508 Pray-Harrold

734-487-4474

[www.emich.edu/math/placement](http://www.emich.edu/math/placement)

### Office of the Ombuds

248 Student Center

734-487-0074

[www.emich.edu/ombuds](http://www.emich.edu/ombuds)

### Parking Permit

1200 Oakwood

734-487-3450

[www.emich.edu/parking/](http://www.emich.edu/parking/)

### Service EMU

268 Student Center and

240 McKenny Hall

[www.emich.edu/serviceemu/](http://www.emich.edu/serviceemu/)

Records & Registration, Student

Business Services & Financial Aid

### Student Business Services

201 Pierce Hall

734-487-3335

[www.emich.edu/sbs/](http://www.emich.edu/sbs/)

Tuition and fees outline and calculator

### Transfer Equivalency Database

[it.emich.edu/service/online/tranequival/](http://it.emich.edu/service/online/tranequival/)

### University Advising & Career Development Center

200 McKenny Hall

734-487-0400

[www.emich.edu/uacdc/](http://www.emich.edu/uacdc/)

Teacher Job Fair, resume writing, mock interviews & job search planning

### University Health Services

Snow Health Center

734-487-1122

[www.emich.edu/uhs/](http://www.emich.edu/uhs/)

Offers TB tests & American Heart Association adult & child CPR & first aid training.

### University Writing Center

115 Halle Library

734-487-0694

[www.emich.edu/uwc/](http://www.emich.edu/uwc/)