

# LCC Teacher Education Elementary, Secondary and Special Education Transfer Programs

LANSING  
COMMUNITY  
COLLEGE



## Program Planning

## Portfolio

Spring 2008

# LCC TEACHER EDUCATION

Elementary, Secondary and Special Education Transfer Programs

## PROGRAM PLANNING PORTFOLIO

This portfolio is provided to help you plan your career in education and the academic program that will lead you there. You are expected to take responsibility for clarifying your career goals and researching the many options available to you.

Bring this portfolio with you every time you meet with an LCC advisor. The advisor should review and sign each page as you complete it. Here is a list of the LCC advisors in teacher education:

Advising	Contact Person	Contact Information
Career Planning Beginning or continuing transfer programs Paraprofessional Degrees/certificate	<b>Ann Selleck</b> , Advisor Office of Teacher Preparation	517-483-1015 <a href="mailto:selleca@lcc.edu">selleca@lcc.edu</a> A&S 110
	<b>Geoff Quick</b> , Lead Faculty in Education Social Science Department	517-483-1140 <a href="mailto:quickg@lcc.edu">quickg@lcc.edu</a> A&S 318B
	<b>Pat Cramer</b> , Academic Advisor LCC Counseling & Advising	517 483-9708      GB 204 <a href="mailto:cramerp@lcc.edu">cramerp@lcc.edu</a>
	<b>Rafeeq McGiveron</b> , Academic Advisor LCC Counseling & Advising	517 483-1906      GB 204 <a href="mailto:mcgiver@lcc.edu">mcgiver@lcc.edu</a>
	<b>Eva Menefee</b> , Academic Advisor LCC Counseling & Advising	517 483-9674      GB 204 <a href="mailto:Menefee@lcc.edu">Menefee@lcc.edu</a>
CMU Lansing Program FSU Lansing Program	<b>Sophie Jeffries</b> Teacher Preparation Coordinator	517 483-1015      A&S 110 <a href="mailto:jeffris@lcc.edu">jeffris@lcc.edu</a>
Almost Ready to Transfer	Contact Institution of Choice	
Have Bachelor's Degree		
College Visitation Schedule • <a href="http://www.lcc.edu/transfer/college_visits.htm">http://www.lcc.edu/transfer/college_visits.htm</a>		

<b>STAGES OF PROGRAM PLANNING</b>	<b><i>You are at this stage if:</i></b>	<b>You Should Seek Advising from:</b>
<b>STAGE ONE</b> (First semester or 12-15 *credits)  <b>CAREER ORIENTATION</b>	<i>You are relatively new to LCC and/or you are just beginning to consider teaching as a career.</i>	Consult resources on page 4 and then review your results with the Instructor of your EDUC 220 class or any advisor from the Counseling and Advising Center, GB 204.
<b>STAGE TWO</b> (15-25 credits)  <b>IDENTIFYING THE RIGHT PROGRAM</b>	<i>You know what you want to teach and are searching for the right program.</i>	Consult resources on page 6 and then review your results with an Education advisor from the list on page 1.
<b>STAGE THREE</b>  <b>SCHEDULING COURSES</b>	<i>You have identified one or two possible curriculum guides for your chosen program.</i>	Consult resources on page 8 and then review your results with an Education advisor from the list on page 1.
<b>STAGE FOUR</b> (30 – 45 credits)  <b>PREPARING FOR TRANSFER</b>	<i>You have 12-30 LCC credits remaining before beginning the university portion of your program.</i>	Consult resources on page 10 and then review your results with an Education advisor from the list on page 1.
<b>FINAL STEP</b>	Use the Transfer Checklist on Page 12 to make sure you have met all essential requirements for transfer.	

\* Credit status is merely an estimate for each stage. Students are strongly encouraged to begin this process before registering for the second semester.

**Take this Portfolio with you whenever you visit an advisor.**



# STAGE ONE – Career Orientation

## Questions to ask yourself :

1. What does it mean to be a certified teacher?
2. Am I sure I want to teach?
3. What grade level suits me best?
4. What subjects do I like the best?
5. Will I be able to find a job when I graduate?

## Find help with your answers here:

(Check off resources you have consulted)

	LCC Student Guide to Teacher Certification	<a href="http://www.lcc.edu/liberalstudies/teachprep">www.lcc.edu/liberalstudies/teachprep</a>
	Advisors in Teacher Education	Page 1 Planning Portfolio
	What is the Job Market for teachers?	Student Guide to Teacher Certification pages 7 and 18.
	What to teach	Student Guide to Teacher Certification pages 5 and 18.
	EDUC 220 – Intro to Teacher Education	Offered every semester online and face to face
	EDUC 201 – Education Practicum	Offered Fall and Spring
	EDUC 230 – Intro to Special Education	Offered every semester online and face to face

## This section to be completed after consulting the above resources.

I want to become a teacher \_\_\_\_\_ Yes \_\_\_\_\_ No

(If you answered No – Please discontinue this guide and contact an advisor in the Counseling and Advising Office.)

I want to teach (check all that apply) :

- Very young children (Pre-K to 2<sup>nd</sup> grade)
- Elementary school (K to 5<sup>th</sup> grade)
- Middle school (6<sup>th</sup> to 8<sup>th</sup> grade)
- Secondary School (9<sup>th</sup> to 12<sup>th</sup> grade)
- Special Education

I prefer to major/minor in one or more of the following subjects. List at least two subjects in your order of preference.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Comments:

Advisor's signature \_\_\_\_\_ Date: \_\_\_\_\_



# STAGE TWO – Identifying the right program

## Questions to ask yourself:

1. What are my best program choices?
2. What universities offer programs that suit my choices?
3. What are program requirements?
4. How can I pay for it?

## Find help with your answers here:

(Check off resources you have consulted)

	Selecting a transfer School	LCC Student Guide to Teacher Certification (p. 13) <a href="http://www.lcc.edu/liberalstudies/teachprep">www.lcc.edu/liberalstudies/teachprep</a>
	Advisors in Teacher Education	See page 1 of this guide
	Transfer Guides website	<a href="http://www.lcc.edu/transfer/guides">www.lcc.edu/transfer/guides</a>
	Future Teachers' Club	<a href="mailto:lccftc@gmail.com">lccftc@gmail.com</a> (email address)
	Transferability of courses not listed on transfer guides	<a href="http://www.lcc.edu/transfer/equivalencylist.htm">http://www.lcc.edu/transfer/equivalencylist.htm</a> or <a href="http://www.michigantransfernet.org">www.michigantransfernet.org</a>
	Financial Aid and Scholarships	See <a href="http://www.lcc.edu/finaid">www.lcc.edu/finaid</a> and <a href="http://www.lcc.edu/liberastudies/teachprep">www.lcc.edu/liberastudies/teachprep</a> and click on Scholarships.

**This section to be completed after consulting the above resources.**

### \*My preferred program is:

Location: \_\_\_\_\_

Offers these major/minors: \_\_\_\_\_

Other requirements: \_\_\_\_\_

Best option(s) for university is/are: \_\_\_\_\_

Reason for my choice(s) \_\_\_\_\_

I have located the transfer guide(s) for the following choice(s):

Transfer guide curriculum # \_\_\_\_\_ Title \_\_\_\_\_

Transfer guide curriculum# \_\_\_\_\_ Title \_\_\_\_\_

Courses I can take that would be accepted in either program: \_\_\_\_\_

Comments:

Advisor signature \_\_\_\_\_ Date: \_\_\_\_\_

\*⇒ Note: If you have selected the CMU or FSU Lansing programs for elementary education, you must contact the Office of Teacher Preparation before proceeding further.

# LCC Course Plan

Curriculum # \_\_\_\_\_, \_\_\_\_\_

(Program Title)

Semester _____	
Credits	Course
	←Total Credits

Semester _____	
Credits	Course
	←Total Credits

Semester _____	
Credits	Course
	←Total Credits

Semester _____	
Credits	Course
	←Total Credits

Semester _____	
Credits	Course
	←Total Credits

Semester _____	
Credits	Course
	←Total Credits

Be sure to verify that all courses are offered in the semester chosen.

**⇒ PROGRAM STATUS.**

Check your LCC transcript to see what is listed as your major program. If it does not agree with what you have written above, complete a Change of Program Request form and submit it to Enrollment Services. The form is available in Enrollment Services or from an advisor.

# STAGE THREE: SCHEDULING COURSES

## Questions to ask yourself:

1. How many courses will I take each semester?
2. Do I have the right prerequisites?
3. Does my transfer program require MACRAO or other general education courses?
4. Do I also want to earn an associates' degree?
5. Can I take other courses at LCC that apply to my major and minor?
6. Which courses can I/must I have completed before I apply to the university?
7. What is my target transfer date (when I begin university classes?)

## Find help with your answers here:

(Check off resources you have consulted)

Transfer guide	<a href="http://www.lcc.edu/transfer/guides/">www.lcc.edu/transfer/guides/</a> or the Office of Teacher Preparation, A&S 110.
MACRAO requirements	<a href="http://www.lcc.edu/transfer/macro_agreement.htm">www.lcc.edu/transfer/macro_agreement.htm</a>
Courses that transfer	<a href="http://www.lcc.edu/transfer/equivalencylist.htm">www.lcc.edu/transfer/equivalencylist.htm</a> or <a href="http://www.michigantransfernet.org">www.michigantransfernet.org</a>
Associate Degrees	LCC Catalog – Degree and Certificate Programs
Prerequisite courses	LCC Catalog – Course Descriptions or LCC Course Schedule

## This section is to be completed after consulting the above resources.

Attach your chosen guide to this portfolio.

**On transfer guide** – draw line through all courses which you have successfully completed (with 2.0, required GPA or higher.)

Do you need to meet MACRAO requirements?     Yes     No

MACRAO courses remaining to take:

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Seeking Associate Degree:     NO

Yes ,    Title of degree: \_\_\_\_\_

Courses needed for the associate degree that are not on your chosen transfer guide:

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On opposite page, enter name and number of chosen transfer guide and complete program plan for LCC coursework.

Comments:

Advisor signature \_\_\_\_\_ Date: \_\_\_\_\_



# STAGE FOUR – PREPARING FOR TRANSFER

## Questions to ask yourself:

1. What is the application process?
2. Is there a supplemental application for the teacher education program?
3. What is the deadline for admission?
4. What GPA is required?
5. Is there a GPA requirement for specific courses?
6. When can I meet with a university representative?
7. What resources are available online?
8. What LCC courses can I/must I complete before transfer?
9. When should I take the MTTC Basic Skills test?

## Find help with your answers here:

(Check off resources you have consulted)

Transfer Guide	<a href="http://www.lcc.edu/transfer/guides/">www.lcc.edu/transfer/guides/</a>
When to transfer	See Student Guide to Teacher Certification page 14.
Application process	See Student Guide to Teacher Certification page 15.
University Representative	See <a href="http://www.lcc.edu/transfer/college_visits.htm">www.lcc.edu/transfer/college_visits.htm</a>
University Websites	See Student Guide to Teacher Certification page 21
MTTC Basic Skills Test	<a href="http://www.mttc.nesinc.com">www.mttc.nesinc.com</a> and page 5 of the Student Guide to Teacher Certification.
University Education Advisor	By appointment . Contact info is noted on the transfer guide.

## This section to be completed after consulting the above resources.

Application deadline for general admission is: \_\_\_\_\_

Application deadline for teacher education program is: \_\_\_\_\_

Minimum GPA requirement is \_\_\_\_\_. My GPA is: \_\_\_\_\_

Met with university education advisor \_\_\_ Yes \_\_\_ No

Met with university admissions/financial aid advisor \_\_\_ Yes \_\_\_ No

MTTC Basic Skills Tests scheduled/taken on (date) \_\_\_\_\_

Courses remaining before transfer: \_\_\_\_\_

Comments:

Advisor signature \_\_\_\_\_ Date: \_\_\_\_\_



## TRANSFER CHECKLIST

- I have verified that the guide I am following is accurate and current within the last six months.
- I have not counted courses for transfer in which I earned a grade of less than 2.0.
- I have submitted my Intention to Graduate Form one semester before graduating. (for students also earning an associate degree in addition to transfer).
- I have requested that an official transcript be sent to my transfer school including MACRAO stamp, if required by my transfer school.
- I have requested that scores from my MTTC Basic Skills test be sent to my transfer university.
- I have requested a copy of my MTTC scores for myself to retain in my portfolio.
- I have met all special requirements (GPA, resume, etc.) for application to the university.
- I have retained a copy of my final LCC transcript for my portfolio.
- I have attended or will attend a university orientation session.

*Congratulations!*

*You are ready to move forward!*

Use this portfolio in conjunction with  
THE LCC GUIDE TO TEACHER CERTIFICATION.  
It is available to students in EDUC 220,  
Introduction to Education, and  
online at [www.lcc.edu/liberalstudies/teachprep](http://www.lcc.edu/liberalstudies/teachprep).

