

**Neff Education Center
Emory & Henry College**

Education Department Record of Progress in Program:

**6-12 Business and
Professional Studies**

5 year program 4 year program

Catalog year: 2008-2009 Admission date: _____ Student ID: _____ Transfer Y N

Name: _____ Licensure: Business 6-12 _____
Add-on endorsement

Advisor(s) _____

Advisement log:

After each advisement session, complete an entry in the log. This preserves a record of meetings with your advisor. Be sure that important understandings are recorded on the Notes line!

Date _____ Focus _____ Advisor _____ Notes _____

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Date _____ Focus _____ Advisor _____ Notes _____

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Date _____ Focus _____ Advisor _____ Notes _____

Date _____ Focus _____ Advisor _____ Notes _____

Date _____ Focus _____ Advisor _____ Notes _____

Proposed Student Teaching Semester _____

(File application and checklist in the Neff Center when you pre-register for student teaching)

Proposed Graduation semester _____

(File Contract/Audit with Registrar **2 semesters prior** to planned graduation)

Note to the Student: 1. Your program requirements are listed in the catalog under which you entered. If there is a difference between catalog requirements and items on this checklist, clarify your requirements with your advisor and make a dated note in the Advisement Log. 2. You must be a junior or above and have the approval of your advisor to enroll in graduate courses (courses numbered 500 or above). 3. You must complete a minimum of 150 credit hours for the Master's Degree.

General Studies Requirements (includes specific requirements in General Studies related to teacher education)			
Requirement	Term	Hrs	Grade
The Western Tradition A		3	
The Western Tradition B		3	
Writing: English 101		3	
<i>ENGL 100, 199, or other courses may be required in addition in some circumstances. Note special circumstances:</i>			
Great Books		3	
Religion 131, 132, or 200		3	
Humanities		3	
Natural (Lab) Science (not psychology)		4	
Social Science History 211 or 212		3	
Ethical Inquiry		3	
Global Study		3	
<i>Computer literacy requirement met in the major (CIMT 140)</i>			
Speech 150		3	
Quantitative / Math Requirements			
MATH 121, 123, or 151		3	
STAT 161, 162, or 163		4	
GPA of General Studies <i>Required for VITAL reporting</i>			

Major Requirements				
Course #	Title	Term	Hrs	Grade
ECON 151	Principles of Economics I		3	
ECON 152	Principles of Economics II		3	
ACCT 201	Principles of Accounting I		3	
ACCT 202	Principles of Accounting II		3	
CIMT 140	Intro to Computers		3	
MGMT 203	Business Law I		3	
MGMT 305	Marketing in a Global Economy		3	
MGMT 345	Management Theory and Practice		3	
MGMT 360	Management Information Systems		3	
MGMT 441	Production & Operations Management		3	
MGMT 445	Corporation Finance		3	
MGMT 449	Management Policy and Strategy		3	
MGMT 470	Internship			
<i>A significant experience approved by the Neff Center Director may substitute for MGMT 470.</i>				
Major GPA				

Education Requirements				
Course #	Title	Term	Hrs	Grade
EDUC 114	Intro to Ed		1	
EDUC 115	Early Field Experience		0.5	
EDUC 115	Early Field Experience		0.5	
EDUC 305/ EDUC 505	Human Growth & Development		3	
EDUC 320	Technology and Instructional Design		3	
EDUC 370/ EDUC 570	Survey of Exceptional Children		3	
EDUC 501/ EDUC 501B	Practicum (5 th year only. <i>File application</i>) (501B required for SPED)		3	
EDUC 445/ EDUC 545	Foundations of Education		3	
EDUC 449/ EDUC549S	Reading, Writing, and Instruction/Content Area		3	
The Professional (Student Teaching) Semester <i>File application upon pre-registration</i>				
EDUC 440/ EDUC 540 EDUC 560	Seminar Secondary		2	
EDUC 441/ EDUC 541 EDUC 561	Supervised Teaching		10	
EDUC 450/ EDUC 550	Curriculum & Instruction in Secondary School		3	
Education GPA				
Required assessments (enter date passed):				
Praxis I _____ Praxis II _____				
VCLA _____				
Tek.Xam _____ (recommended)				
VFIC Computer Competence Exam				

Special Education Endorsement: included from above, EDUC 501B, 505, 570, 545, 549S				
Course #	Title	Term	Hrs	Grade
EDUC 310	Teaching Reading and Language Arts		3	
SPED 402/ SPED 502	Curriculum Design and Instruction in SPED		3	
SPED 403/ SPED 503	Assessment and Collaboration in SPED		3	
SPED 422 SPED 522	Managing the Learning Environment		3	
EDUC 549E	Diagnosis & Remediation of Reading Problems		3	

Add-on Endorsements:

A student who has completed a major in one subject area often can use a minor or equivalent in another field to add a second teaching field. Examples are

- Theatre with any major
- Speech, Mass Communications, or modern language with English
- Earth Science with another science, or with geography
- Physics with math

For more information about add-on endorsements, talk with your advisor.

Add-on Endorsement in _____ or Content Area Electives: number may vary depending upon endorsement area selected, which may be an academic minor in another department.				
Course #	Title	Term	Hrs	Grade

Total undergraduate hours and graduate hours _____
(Must equal at least 150 semester hours)

If no add-on endorsement area is chosen for 5th year students, the content area electives must total a minimum of 19 credit hours. Courses should be chosen to meet the cumulative requirement of 150 credit hours.

Graduation Contract/Audit

Expected Graduation Month/Year: _____ Catalog used for your degree requirements: _____ Student ID: _____

Name: _____

PRINT your name as you wish it to appear on your E&H diploma.

1st Major/track: _____ BA BS M.Ed Advisor: _____

Minor: _____ or Contextual and Support area for major

2nd Major/track: _____ BA BS Advisor: _____

Lyceum complete: General Studies completed:

My Last semester will be: Fall Spring Summer

Final Year Fall Courses		Final Year Spring Courses	
Course number	Title	Course number	Title
Final Year Summer Courses		Transfer Credit Expected during final semesters:	
Course number	Title	Course number	Title

Applicant Signature: _____ Date: _____

Audit Approved: _____ Date: _____
Major Advisor Major Department Chair

Audit Approved: _____ Date: _____
Second Major Advisor Second Major Department Chair

Audit Approved* by Registrar: _____ Date: _____

For Staff Use Only:
 Number of Hours completed: _____ Cumulative GPA: _____

Notes:

