



Access & Excellence

TRANSFER GUIDE

SECONDARY AND K-12 EDUCATION MAJORS

**SHERIDAN COLLEGE
/MSU BILLINGS**

2005-2007 GENERAL BULLETIN

Dear Student,

I congratulate you on your enrollment at Sheridan College and on your interest in the College of Education at Montana State University Billings. Sheridan College offers you excellent preparation for transferring to the Teacher Education Program at MSU Billings, both through coursework which will transfer to meet program requirements, and through the services of informed and involved academic advisors.

Transferring from one college to another can be a confusing and stressful process for students and their families. Coordinating financial aid, admission, registration, and extracurricular activities is made more challenging by distance and unfamiliarity with procedures on the transfer campus. Some people have feelings of homesickness as they adjust to a new city and school, class sizes that may be larger than what they are used to, different teaching styles, and other changes. These factors can affect academic performance.

We in the College of Education understand the concerns of transfer students. This packet was designed to help make your transfer as smooth as possible. It includes general information about MSU Billings and specifics about the Teacher Education Program. You will find worksheets that you can use as early as your first year to plan classes which will apply toward your Associate of Arts degree and which will transfer to MSU Billings. We have attempted to answer commonly asked questions, and have provided the names and phone numbers of offices and individuals who can assist you.

This packet is not meant to take the place of personal advising! Please seek guidance from your Sheridan College mentor and from the MSU Billings advisor to ensure a successful transfer.

In choosing Montana State University Billings you will be a part of an institution that has a long celebrated history of teacher preparation. We are proud that we are your institution of choice and once you become a participant in the educational experience, I believe Montana State University Billings will become your educational partner for a lifetime. Once again, congratulations and if there is anything I can do to facilitate your transfer, please let me know.

Sincerely,

Mary Susan E. Fishbaugh

Mary Susan E. Fishbaugh, Interim Dean
College of Education

INTRODUCTION TO THE TEACHER EDUCATION PROGRAM

Congratulations on your interest in the Secondary or K-12 Education major at Montana State University Billings. (Please note that there is no general Secondary Education Major, but rather majors in specific areas such as "English Education", "Art Education", etc.) A major in a subject in secondary education leads to Montana Class 2 Certification with a secondary education subject endorsement. Successfully completing this program and some other certification requirements will qualify you to teach your major and minor subject areas in grades 5-12 in Montana. Obtaining Wyoming certification is usually not complicated; the Professional Teaching Standards Board can provide information on how to do this. The PTSB address is Hathaway Building 2nd Floor, 2300 Capitol Avenue, Cheyenne, Wyoming 82002.

Degree requirements are divided into four groups. You do not have to complete groups in order, but will take courses from various areas each semester. The attached "Transfer Worksheet for Sheridan College Students" lists equivalent courses for MSU Billings.

The **General Education Requirements** include classes from many areas in the liberal and fine arts and sciences. The curriculum was designed to give you strong basic knowledge about the world around you and your interactions with it. The General Education Requirements are divided sub-categories, marked with capital letters on the worksheets. You must complete each sub-category requirement before graduation. You have probably already completed several of the General Education Requirements through your work at Sheridan College or other colleges.

The **Professional Core** consists of courses dealing mainly with areas of education theory and human development. The first five Professional Core courses are required for admission to the Teacher Education Program. Again, you may have completed some or all of these courses at Sheridan College.

Your **major area requirements** include classes in an approved subject area and a methods course, where you will learn how to instruct middle and secondary school students in your subject area. Approved teaching majors and requirements can be found in the General Bulletin. You should contact your major area department chair for advising in your subject area.

Finally, all students majoring in a secondary or K-12 education field who are not working toward a second major in an approved area nor completing an extended major must declare an **approved minor**. A list of acceptable minor areas and their requirements can be found in the General Bulletin. Successful completion of an approved teaching minor adds an endorsement in that area to your certificate. It is okay if you do not know what your minor will be; you have plenty of time to meet with your advisor to discuss your options and to make a decision.

By following the worksheet closely, you can obtain an Associate of Arts degree at Sheridan College and begin taking junior-level classes at MSU Billings without loss of credit. Your last semester at MSU Billings will consist of 9 credit hours of student teaching and 3 credit hours of EDF 450 Philosophical, Ethical and Legal Issues in Education. These are the only classes for which you may register during your final semester. You may apply to student teach close to home if you wish. Please speak with the student Field Placement Officer to discuss that possibility.

You will work with your Sheridan College and MSU Billings advisors before and during your transfer. Eventually, you will be assigned a faculty advisor at MSU Billings for ongoing mentoring.

Do you have further questions? Call 406/657-2240 to speak to the education transfer advisor. Be sure to ask about visits to your campus by representatives of MSU Billings.

Best wishes for your success at Montana State University Billings!

TRANSFER WORKSHEETS FOR SHERIDAN COLLEGE

Based on 2005-2007 MSU Billings General Bulletin

Secondary and K-12 Education Majors

MSU B General Education Category	Course #	Credits	Sheridan Equivalent
Category I: Writing (6 cr.)			ENGL 1010
			ENGL 1020
Category II: Oral Skills (3 cr.)			CO/M 1030 or 1010
Category III: Mathematics (3 cr.)			MATH 1000, 2050, 2200
Category IV: Natural Sciences (7 cr.) (1 biology/1 physical science/1 lab)			BIOL 1010 or 2020
			ASTR 1050, GEOL 1100, 1200 Any CHEM or PHYS
Category V: Social Sciences (6 cr.) (2 courses from separate prefixes)			
			ECON 1010, 1020, POLS 1000, PSYC 1000, SOC 1000, 1100
Category VI: History (3 cr.)			HIST 1210 or 1220
Category VII: Cultural Diversity (3 cr.)			HIST 2290
Category VIII: Fine Arts (3 cr.)			ART 1010, 1110, 1120, 1050, ENGL 2420, 2480, 2050, 2060, MUSC 1000, 1370, 1390
Category IX: Integrated Humanities (3 cr.)			ENGL 2150, HUMN 1010 & 1020, PHIL 1000
Total credits required		37	

Professional Education Core			Credits	Sheridan Equivalent
EDF	120	Society, Schools and Teachers		EDFD 2020
EDF	225	Human Development in Education		PSYC 2300 and *45 hour practicum
EDF	250	Educational Psychology		EDFD 2040
SPED	260	Introduction to Teaching Exceptional Learners		EDEX 2484**
HPE	201	Core Concepts in Health		HLED 1006
RD	310	Reading and Writing Across the Curriculum		
EDCI	310	Teaching in the Middle and Secondary Schools		
EDF	450	Philosophical, Legal & Ethical Issues in Education		
EDUC	486	Student Teaching		
Required Professional Education Core			33	

* EDUC 2100

** If EDEX 1050 was previously taken to fulfill SPED 260 requirement it will be accepted

Teaching Degree Major _____

Minor _____

(Major and Minor area course requirements can be found in the General Bulletin. Please see area department faculty member for guidance.)

Approved Teaching Option Majors: See the MSU Billings catalog for courses required for each major.

Art Extended Teaching Major (K-12)
Biology Extended Teaching Major
Chemistry Extended Teaching Major
English Education
Health and Physical Education (K-12)
History Education
Mathematics Education
Music Extended Teaching Major (K-12)*
Spanish Education (K-12)*
Special Education Double Major (P-12)*

Approved Secondary Education Minors: See the MSU Billings catalog for courses required for each minor.

Art (K-12)	Physics
Biology	Political Science/Social Science
Chemistry	Broadfield
Earth Science	Psychology
Economics	Reading (K-12)
English	Sociology
Geography	Spanish (K-12)
Health Education	Speech Communications
Health & Physical Education (K-12)	Theatre
History	
Mathematics	

NOTE: To earn an Associate of Arts degree from Sheridan College, you may need to complete additional courses not included on these worksheets. See your Sheridan advisor for AA degree planning.

ADMISSION TO THE TEACHER EDUCATION PROGRAM

It is desirable to have as many General Education Requirement courses as possible completed before admission to the Teacher Education Program. Certain General Education and Professional Core courses, however, are required before admission. These requirements, reiterated in the following “Checklist for Admission to Teacher Education,” are:

1. Completion of a minimum of 48 semester credits with a minimum grade point average of 2.65 in all coursework.
2. Completion of the following General Education requirements at MSU Billings or the equivalents from another regionally accredited institution of higher education with a minimum grade of “C” in each course and a grade point average of 2.65. See the worksheet for Sheridan equivalents.
 - ENGL 150 College Composition
 - COMT 110 Interpersonal Communication or COMT 130 Introduction to Public Speaking
 - Approved Math course
 - A Science course with accompanying lab chosen from those approved for general education
 - NAMS 181 Introduction to Native American Studies or NAMS 211 Social Issues of the Native American
 - HIST 204 United States History to 1877 or HIST 205 US History Since 1877
3. Completion of the following Professional Core courses with a minimum grade of "C" in each course and a GPA of 2.65:
 - EDF 120 Society, Schools, and Teachers
 - EDF 225 Human Development in Education and Lab
 - EDF 250 Educational Psychology
 - SPED 260 Introduction to Teaching Exceptional Learners
 - HHP 201 Core Concepts in Health
5. Completion and acceptance of an essay on teaching to be evaluated for style and content by the faculty advisor.
6. Students must receive recommending signatures on their applications from appropriate advisors and department chairs.

**CHECKLIST FOR ADMISSION TO TEACHER EDUCATION
Secondary and K-12 Majors**

I. GENERAL EDUCATION PREREQUISITES
(Minimum grade of "C" required in each course.)

Course	Sheridan Course	Credit	Grade	Points
ENGL 150	ENGL 1010			
COMT 110 or 130	CO/M 1010 or 1030			
MATH	Approved Math			
Biology or Physical Science	Approved Science			
HIST 204 or 205	HIST 1210 or 1220			
NAMS 211	HIST 2290			
totals				

GPA FOR ABOVE GENERAL EDUCATION COURSES _____ (2.65 required)

II. PROFESSIONAL CORE PREREQUISITES
(Minimum grade of "C" required in each course.)

Course	Sheridan Course	Credit	Grade	Points
EDF 120	EDFD 2020			
EDF 225 with accompanying lab	PSYC 2300 and EDUC 2100			
EDF 250	EDFD 2040			
SPED 260	EDEX 2484			
HPE 201	HLED 1006			
totals				

GPA FOR ABOVE PROFESSIONAL CORE COURSES _____ (2.65 required)

III. CUMULATIVE GPA _____ (2.65 required)

IV. EDUCATIONAL TECHNOLOGY PROFICIENCY
EDCI 210 EDUCATIONAL TECHNOLOGY APPLICATIONS _____ OR
EDUCATIONAL TECHNOLOGY COMPETENCY TEST _____

V. ESSAY _____ YES _____ NO

The essay, a required part of your application to Teacher Education Program, is a two-to-three page narrative that explains why you are choosing teaching as a career. It should be thoughtful, original, and free of spelling and grammatical errors.

VI. BENCHMARK I PORTFOLIO REQUIREMENTS

Notes:

ALL GRADES FOR GROUPS I AND II MUST BE "C" OR HIGHER

TRANSFER STUDENT CHECKLIST

First Semester- Sheridan College

- Meet with your Sheridan College advisor to discuss your plan of study and intent to transfer.
- When advisor from Montana State University Billings visits the Sheridan College campus, meet to discuss your intent to transfer.

Second Semester- Sheridan College

- Meet with Sheridan College advisor for ongoing guidance.
- When advisor from MSU Billings visits the Sheridan College campus, meet to discuss plan of study.

Third Semester-Sheridan College

- If born after December 31, 1956, provide proof of immunization to MSU Billings Student Health Services.
- Begin working on essay for application to the Teacher Education Program.
- Obtain admission application from MSU Billings Office of Admissions. Complete and return with official Sheridan College transcripts.

Fourth Semester- Sheridan College

- Obtain Financial Aid and Scholarship forms from MSU Billings Office of Financial Aid. Submit the forms by March 1 for top consideration.
- Complete MSU Billings housing application if desired.
- Contact academic advisor at MSU Billings and arrange for evaluation of transfer credits.
- Apply for admission to the Teacher Education Program, if eligible.
- Attend Transfer Student Orientation. (Contact MSU Billings Office of Admissions for Orientation dates.)
- Register for classes during preregistration, usually mid-April for fall semester or mid-November for spring semester.
- Obtain your Sheridan College advisor's signature on your completed teacher education essay. Keep a copy with your advising papers.

Fifth Semester- Montana State University Billings

- Pay any outstanding fees or sign payment agreement by end of first day of classes.
- Buy books.
- By end of first month of classes, meet with your advisor for progress check and class planning.
- Contact Multicultural Student Services and Student Opportunity Services (SOS) if you are interested in these programs.
- At end of semester, apply for admission to the Teacher Education Program if eligible and not already admitted.

Sixth Semester + at Montana State University Billings

After admission to the Teacher Education Program, you will complete any remaining general education requirements, courses in your major and minor, and courses from the Professional Core. Your last semester will be spent student teaching.

STUDENT SUPPORT SERVICES

As mentioned previously, transferring from one college to another can be an intimidating prospect. Getting here is only part of the challenge; making social and academic adjustments after transfer is usually a longer and more difficult task. Fortunately, there are people at MSU Billings who are able to help. Check out Multicultural Student Services and Student Opportunity Services:

Multicultural Student Services

Quentin Gilham, Coordinator

Student Union Building 228, 657-2182

The Multicultural Student Services office helps all students, especially American Indian, Black-American, Asian-American and Hispanic, to make academic, cultural and social adjustments to Montana State University Billings.

This campus recognizes and has a commitment to cultural diversity; therefore, Multicultural Student Services provides advocacy for students, referral to other MSU Billings programs including Native American Studies, and liaison contact with tribal education representatives and community organizations.

Intertribal Indian Club is open to any full-time student. The Intertribal Indian Club is a student organization established to assist Native American students with their adjustment to college life, to promote scholastic ability, and to foster pride in the cultural heritage of the Native American. The Club sponsors an annual Pow Wow, the largest student-sponsored campus event.

Student Opportunity Services (SOS)

Monica Powers, Director

Library 141, 657-2162

This federally funded program is designed to help students who qualify for services to remain in school and to graduate. Students who are from a low-income background, are physically and/or learning disabled, or are first-generation college students (neither parent earned a bachelor's degree) are eligible for assistance.

SOS services include:

- academic and financial aid advising
- tutoring
- supplemental instruction courses
- mentor program
- Return to Learn program
- workshops
- note-takers
- personal and group counseling
- cultural enrichment activities
- coordination with other student affairs programs

ANSWERS TO COMMONLY ASKED QUESTIONS

1. Do I have to earn my Associates degree before I can transfer?

No. There is no minimum number of credit hours or specific courses that you must complete to be admitted to Montana State University Billings. The transfer student checklist provided in this packet includes two years at Sheridan College because most students wish to stay in Sheridan as long as possible. This is not a requirement, however.

2. Can I transfer if my grade point average is less than 2.65?

Yes. Transfer students must have a GPA of at least 2.00 for admission to the University; however, a 2.65 GPA must be earned before a student can be considered for admission to the Teacher Education Program.

3. Is there a maximum number of credits that I can transfer?

No, but a minimum of 30 credits must be completed in residence to graduate from MSU Billings. In addition, at least 36 semester credits must be in upper division courses (numbered 300 or above), and at least 10 semester credits of these upper division credits must be in the subject major program.

4. When I am admitted to the University, am I also admitted to the Teacher Education Program?

No. Admission to the University and to the Teacher Education Program are two separate processes. You may be able to complete all program prerequisites at Sheridan College, or you may have at least one semester to complete at MSU Billings before seeking admission to the Teacher Education Program.

5. What is the essay on teaching?

The essay, a required part of your application to Teacher Education Program, is a two- to three-page narrative that explains why you are choosing teaching as a career. It should be thoughtful, original, and free of spelling and grammatical errors. This is a project that you will share with your faculty advisor, who may have additional criteria. You must have an advisor sign your essay before submitting it with your application to the Teacher Education Program. If you have not completed this essay before you transfer, you will be assigned a faculty advisor at MSU Billings who can help you.

6. May I take upper-division classes at MSU Billings if I am not admitted to the Teacher Education Program?

Under some circumstances, students may apply to take upper-division classes before being admitted to the Teacher Education Program. This is called a program waiver and is available to students one time only. Ask the MSU Billings advisor if you are eligible for a waiver.

7. How long will it take me to complete my degree after I transfer?

The answer to this question depends entirely on which classes you have taken before you transfer and how many credits you take each semester. You may be able to finish sooner by attending full-time and by taking summer courses. Your advisor at MSU Billings will be glad to evaluate your transcript and give you an estimate of the number of credits remaining.

8. Does MSU Billings offer housing assistance or daycare?

MSU Billings does have a childcare and enrichment center. For more information, please contact them directly at 896-5820. For students seeking off-campus housing, the Office of Housing and Residential Life keeps a bulletin board where housing openings are posted. Some students have reported trouble finding a place to live in Billings, but most are able to find affordable and convenient housing. There is a Fair Housing Authority Office located in Billings to assist you if you feel you have been a victim of discriminatory housing practices.

9. Are there any clubs or professional organizations that are active at MSU Billings?

Yes! There are organizations focusing on all sorts of personal and professional interests, and you are invited to check them out! You will find descriptions of these clubs in the Student Affairs Handbook, available through the Office of Student Affairs (406/657-2308). Also see the page in this transfer guide regarding Multicultural Students Services and Student Opportunity Services.

10. Does certification to teach in Montana transfer to other states?

No, not automatically. It is usually not a problem to get certified in other states, however. Generally, a state will issue provisional certification to someone holding an out-of-state certificate. The individual may then apply for teaching positions, and has a period of time (usually about three years) to complete any additional requirements of the state, which are usually very few. The Department of Education of the state in which you are interested in teaching can provide you with more information. Please call the Certification Officer at MSU Billings at 406-657-2393 if you have concerns or questions.

11. Do I have to do my field experiences in Montana?

Yes and no. Students have more choices concerning their Junior Field Experience placement sites, but these are usually in the Billings area as well. When it is time to student teach, we will try to place you anywhere you want to go, including other states. A placement is not guaranteed, however, because it is dependent upon availability of schools and supervisors. In addition, you may be required to contribute toward any additional supervision costs if you request a long-distance placement. The Office of Certification and Field Experience (406/657-2393) can give you more information.

12. Will I be able to get a job?

No one can guarantee you a job in your field, and many regions have extremely competitive markets. Overall, however, MSU Billings has an excellent track record in employment for graduates, boasting a 90% placement rate for elementary education graduates and 80-100% rate for areas of secondary education last year. Adding endorsements to your certificate through additional majors or minors may be helpful, as will being flexible in your job search target areas. The MSU Billings Career Services Center (406/657-2168) can be of great help in your search for employment, assisting you to prepare as early as your first year in college.

FREQUENTLY CALLED NUMBERS

Sheridan College

Dial 307-674-6446 for main campus number, then dial the appropriate extension.

Admissions	6138
Bookstore.....	6255
Counseling and Advising Office	6148
Education Advisor, Mary McBride	6227
Financial Aid	6141
Housing Office	6157
Library	6200
Registrar	6206

MSU Billings 800-565-MSUB(6782)

All numbers have area code "406"

Admissions/Registrar.....	657-2158
<i>Fax Number</i>	657-2302
Advising, College of Education and Human Services	657-2240
<i>Fax Number</i>	657-2280
Associated Students of MSU	657-2365
Athletics.....	657-2369
Book Depot (Campus book store)	657-2121
Business Operations (IDs, meal plans)	657-1743
Campus Operator	657-2011
Career Services and Testing	657-2168
Certification and Field Experience Office	657-2336
College of Education and Human Services (Dean's Office)	657-2285
DEC TALK (telephone registration and grades)	657-2500
Disability Support Services	657-2283
Educational Theory and Practice Department	657-2315
English Writing Lab	657-2021
Financial Aid and Scholarships	657-2188
<i>Fax Number</i>	657-2302
Health, Physical Education and Human Services Department	657-2370
Health Services, Student.....	657-2153
<i>Fax Number</i>	657-2145
Housing/Residential Life	657-2333
Information Desk.....	657-2345
Mathematics Learning Lab	657-1714
Multicultural Student Services	657-2182
Special Education, Counseling, Reading & Early Childhood Department.....	657-2338
Student Opportunity Services	657-2162