

Bachelor of Arts/Sciences Teaching Option
Majors
and
K-12 Education Majors

TRANSFER GUIDE
2007-2009



INTRODUCTION TO THE TEACHER EDUCATION PROGRAM

Congratulations on your interest in the Secondary or K-12 teaching option majors at Montana State University Billings. (Please note that there is no general Secondary Education Major, but rather majors in specific areas such as "English Teaching Option", "Art Teaching Option", etc.) A major in a content area with a teaching option leads to Montana Class 2 Certification with a secondary education subject endorsement. Successfully completing this program and other certification requirements will qualify you to teach your major and minor areas grades 5-12 (or K-12 in approved subjects) 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 Northwest College Students" lists equivalent courses for MSU Billings.

The **Academic Foundations 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 Academic Foundations 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 Northwest 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 Northwest 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 content majors with a teaching option 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 Northwest 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 Field Placement Officer to discuss that possibility.

You will work with your Northwest 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!

Montana State University Billings
Advising Center
Phone: 406-657-2240
Fax: 406-657-2280
advising@msubillings.edu
www.msubillings.edu

Name _____

Student ID # _____

ACADEMIC FOUNDATIONS REQUIREMENTS – SEE BACK PAGE FOR SPECIFIC COURSES

Academic Foundations Category	Course #	Credits	Grade	Semester	NWC Equivalent
Category I: Global Academic Skills (12 credits) A. Mathematics (3 credits)	#				MATH 1000, 1050, 1400, 1405, 1450, 2200 or STAT 2050 or 2070
B. English (6 credits)	#	ENGL 150			ENGL 1010
					ENGL 2010 or 2017 (<i>Can be waived with AA/AS degree.</i>)
C. Information Literacy (3 credits)	#				CO/M 1010 (<i>CO/M 1030 accepted with AA/AS degree.</i>)
Category II: Natural Sciences (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab)	#				BIOL 1000 or 1010
					Any CHEM, PHYS, ASTR, or GEOL course
<i>*One of the science courses can be waived with AA/AS degree.</i>					<i>Lab requirement will be met as all NWC Science courses include lab.</i>
Category III: Social Sciences (6 credits) Courses must be from separate prefixes <i>EDF 100 – Education Core Requirement</i>		EDF 100			EDFD 2020
		PSYC 101			PSYC 1000 (<i>Other options available for students not pursuing the AA/AS in Education.</i>)
Category IV: History & Cultural Diversity (6 credits) #	#	HIST 204 or 205			HIST 1210 or 1221
A. History (3 credits)					
B. Cultural Diversity (3 credits)	#	NAMS 181 or 211			HIST 2290 or ANTH2210
Category V: Arts & Humanities (6 credits)					ART 1010, any studio ART, ENGL 2050, 2080, MUSC 1000, 2010, 2025 or THEA 1100, 2120
A. Arts (3 credits)					
B. Humanities (3 credits)					ART 2010, ART 2020, ENGL 1020, ENGL 2170, ENGL 2280, MUSC 2050, 2055 or any PHIL or HUM course

A minimum grade of “C” required in all Academic Foundations courses.

Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this program.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

#Required for Admission to the Teacher Education Program.

Reviewed:

ACADEMIC FOUNDATIONS REQUIREMENTS

Category I: Global Academic Skills 12 CREDITS

Subcategory A - Mathematics			3 credits
MATH	106	College Algebra	3
MATH	107	Precalculus	5
MATH	112	Calculus I	4
MATH	121	Finite Mathematics	4
MATH	122	College Mathematics for Technology	3
MATH	141	Contemporary Mathematics	3
MATH	202	Fundamentals of Mathematics II	3
STAT	141	Introduction to Statistics	3
STAT	241	Statistical Methods	4

Subcategory B - English 6 credits

ENGL	150	College Composition	3
ENGL	201	Business Communication	3
ENGL	226	Research Writing	3
ENGL	140	Business Writing	3
ENGL	145	Technical Communication	3

Subcategory C - Information Literacy 3 credits

COMT	130	Introduction to Public Speaking	3
LS	125	Research in the Information Age	3
MIS	150	Information Access and Organization	3

Category II: Natural Sciences 6 CR. LECTURE & 1 CR. LAB

Students are required to take one course from each subcategory and at least one corresponding lab or SCIN 101, 102, 103 & 104

Subcategory A – Life Sciences

BIOL	101	Survey of Biology	3
BIOL	115	Survey of Biology Lab	1
BIOL	178	Principles of Biology	3
BIOL	188	Principles of Biology Lab	1

SUBCATEGORY B – PHYSICAL SCIENCES

CHEM	104	Fund of General Chemistry	3
CHEM	105	Fund of General Chem Lab	1
CHEM	115	General Chemistry I	3
CHEM	118	General Chemistry I Lab	1
EASC	100	Lithosphere and Hydrosphere	3
EASC	101	Lithosphere and Hydrosphere Lab	1
GEOG	100	Physical Geography Lab	1
GEOG	101	Physical Geography	3
PHYS	101	Earth, Air, Fire and Water	3
PHYS	102	Earth, Air, Fire and Water Lab	1
PHYS	110	College Physics I	3
PHYS	111	College Physics I Lab	1
PHYS	201	Introduction to Astronomy	3
PHYS	203	Introduction to Astronomy Lab	1
PSSC	101	Physical World Around Us	3
PSSC	102	Physical World Around Us Lab	1

Subcategories A and B – Integrated Sciences

SCIN 101, 102, 103 & 104 Integrated Sciences	3, ½, 3, ½
--	------------

Category III: Social Sciences 6 CREDITS

TWO COURSES FROM SEPARATE PREFIXES

BUS	101	Introduction to Business	3
COMT	109	Human Relations	3
COMT	110	Interpersonal Communication	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
EDF	100	Education and Democracy	3
GEOG	102	World Geography	3
HHP	101	Health Sciences	3
POLS	101/200	Intro to Gov't/Intro to Comparative Gov't	3
POLS	212	United States Government	3
PSYC	101	General Psychology	3
PSYC	271	Human Relations	3
SOCL	101	Introduction to Sociology	3
SOCL	212	Physical Anthropology & Archeology	3
SOCL	221	Social Problems	3

Category IV: History & Cultural Diversity 6 CREDITS

Subcategory A - History 3 credits

HIST	204	United States History to 1877	3
OR			
HIST	205	United States History Since 1877	3

Subcategory B - Cultural Diversity 3 credits

NAMS	181	Introduction to Native American Studies	3
OR			
NAMS	211	Social Issues of the Native American	3

Category V: Arts & Humanities 6 CREDITS

Subcategory A - Arts 3 credits

ART	110	Art Studio Essentials for the Non-Art Major	3
ART	142	Introduction to Pottery	3
ART	161	Introduction to Drawing	3
COMT	150	Introduction to Theatre and Performance	3
COMT	155	Global Cinema	3
COMT	250	Introduction to Acting	3
ENGL	204	Fundamentals of Creative Writing	3
ENGL	280	Fiction into Film	3
MUSC	100	Music Appreciation	3
MUSC	150	Musics of the World	3
DSGN	248	Computer Presentation and Animation	3

Subcategory B - Humanities 3 credits

ART	132	Art History Survey	3
ENGL	160	Reading and Responding to Literature	3
ENGL/PHIL	240	The Bible as Literature	3
HON	181	The Ancient and Medieval Worlds	3
HON	182	The Renaissance and Modern Worlds	3
HON	281	The American Intellectual Heritage (1620-1877)	3
HON	282	The American Intellectual Heritage (1877-Present)	3
PHIL	115	Ethics	3
PHIL	117	Philosophies of Life	3

BACHELOR OF SCIENCE DEGREE IN EDUCATION – SECONDARY TEACHING MAJOR

CATEGORIES	CREDITS	EARNED
Academic Foundations	37	_____
Professional Education Core	**33-34	_____
Major (number of credits vary)	Varies	_____
Teaching Minor	Varies	_____
Total	120-128	_____

**Three (3) credits that also satisfy Academic Foundations requirements and are not included in the total credits.

It is the student’s responsibility to know and meet the requirements for graduation. A minimum of 36 credits must be upper division classes (300 and above).

NOTES:

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

I. COURSES REQUIRED FOR ADMISSION INTO TEACHER EDUCATION PROGRAM

ACADEMIC FOUNDATION COURSES (MINIMUM GRADE OF "C" REQUIRED IN EACH COURSE)				
COURSE	TERM	CREDITS	GRADE	POINTS
ENGL 150 (NWC = ENGL 1010)				
COMT 130 or COMT 110 (NWC = CO/M 1010 or 1030)				
MATH				
BIOLOGY OR PHYSICAL SCIENCE				
HIST 204 or 205 (NWC = HIST 1210 or 1221)				
NAMS 181 or 211 (NWC = HIST 2290 or ANTH2210)				
TOTAL				

GPA FOR ABOVE COURSES (2.65 GPA REQUIRED): _____

PROFESSIONAL EDUCATIONAL CORE COURSES (MINIMUM GRADE OF "C" REQUIRED IN EACH COURSE)				
COURSE	TERM	CREDITS	GRADE	POINTS
EDF 100 OR 120 (NWC = EDFD 2020)				
EDF 225 WITH LAB (NWC = PSYC 1200 and EDUC 2100)				
EDF 250 (NWC = EDFD 2100)				
SPED 260 (NWC = EDEX 2484)				
HHP 201 (NWC = HLED 1006)				
TOTAL				

GPA FOR ABOVE COURSES (2.65 GPA REQUIRED): _____

**II. CUMULATIVE GPA REQUIRED FOR ADMISSION INTO TEACHER EDUCATION PROGRAM
- 2.65 GPA REQUIRED**

For more information on how calculating a GPA go to <http://www.msubillings.edu/catalogs/Undergrad2007-2009/pg049.htm> .

III. ADDITIONAL INFORMATION – IMPORTANT!!!

- a. An application is required for admission into the Teacher Education Program. For a copy of the application please go to www.msubillings.edu/lscp.
- b. Additional information maybe required for admission into the Teacher Education Program (i.e. an essay on your teaching philosophy, portfolio, etc). You will want to visit with your faculty advisor, once one is assigned, on the specific requirements needed. A faculty advisor is assigned to you once you are about ready for admission into the Teacher Education Program, this is around the time that you have completed the above courses and have a GPA of at least a 2.65.

TRANSFER STUDENT CHECKLIST

First Semester- Northwest College

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

Second Semester- Northwest College

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

Third Semester-Northwest 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 Northwest College transcripts.

Fourth Semester- Northwest 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 pre-registration, usually mid-March for fall semester or early-November for spring semester.
- Obtain your Northwest 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 Academic Foundation Requirements, courses in your major and minor, and courses from the Professional Core. Your last semester will be spent student teaching.

STUDENT SUPPORT SERVICES

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 advice
- 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 Northwest College because most students wish to stay in Powell 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 Northwest 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.

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

Northwest College

All numbers have area code "307".

Admissions	754-6101
<i>Toll Free</i>	800-560-4692
Student Success Center	754-6135
Education Advisor	754-6472 or
.....	754-6283 or
.....	754-6155
Financial Aid	754-6158
<i>Toll Free</i>	800-560-4692
Housing Office	754-6165

MSU Billings 800-565-MSUB (6782)

All numbers have area code "406"

Academic Support Center.....	657-1641
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 B	657-2365
Athletics.....	657-2369
Beezer's (Campus book store).....	657-2121
Business Operations (IDs, meal plans)	657-1743
Campus Operator.....	657-2011
Career Services and Cooperative Education.....	657-2168
Certification and Field Experience Office.....	657-2336
College of Education and Human Services (Dean's Office)	657-2285
Disability Support Services	657-2283
Education Theory and Practice Department	657-2315
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
Multicultural Student Services	657-2182
Special Education, Counseling, Reading and Early Childhood Department	657-2338
Student Opportunity Services/TRIO.....	657-2162