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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Assessment</th>
<th>Character</th>
<th>Field Experience</th>
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<td>Unit(s)</td>
<td>If necessary</td>
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**Class Holidays**

- Winter Break 12/2/14-1/13/15
- Winter Break 12/7/15-1/10/16
Master of Arts in Teaching (MAT) Checklist

$ indicates costs associated and points to a starting resource

Program Admission
Prior to admission, the following documents must be submitted to the Credential Analyst for admission consideration
Discovery: http://discovery.jessup.edu/teachered/index.php/sps/- internal site for program & course documents

☐ 90+ hours experience working with children (discussed in MAT Application)
☐ WJU Graduate Application (online - sps.jessup.edu) & Application Fee $45 http://www.ecsi.net/cgi-bin/webx.exe
☐ MAT Program Application (online - sps.jessup.edu)
☐ Resume/Curriculum Vitae- Document work experience, publications, honors and awards
☐ Verification of BA/BS from regionally accredited institution (official transcripts)
☐ Minimum GPA of 3.0 (official transcripts)
☐ Personal Statement- Why you want to teach, professional goals, attributes and qualities that make you a good candidate.
☐ Character Essay- Galatians 5:22-23 –choose one trait and explain how it might be applied in classroom (2 pg max)
☐ 3 Letters of Recommendation (2 from professional educators) (on Discovery)
☐ TB Clearance (see your doctor) $
☐ Certificate of Clearance (directions on Discovery) $
☐ CBEST passing score (info on Discovery under State Assessments – go to http://www.cbest.nesinc.com/) $
☐ CSET passing score in appropriate subject (or registered - info on Discovery under State Assessments – go to http://www.cset.nesinc.com/) $

Student Teaching Approval
The following documents must be submitted to the Credential Analyst prior to start of second semester and approval to begin Student Teaching

☐ Student Teaching Application (on Discovery)
☐ Emergency Contact Liability Release Form (on Discovery)
☐ Photo Video Release Form (on Discovery)
☐ Program Courses (no document necessary)
☐ CSET passing score (info on Discovery under State Assessments – go to http://www.cset.nesinc.com/)
☐ TEDU 570 – Initial Student Teaching complete (no document necessary)
☐ TPA Task 1 passing score (taken in program)
☐ Approval of Unit Admissions Committee

Program Completion
The following documents must be submitted to the Credential Analyst prior to making recommendation to the CTC for a CA Preliminary Multiple Subject Teaching Credential

☐ All Program Fieldwork (Observing, Assisting, Student Teaching)
☐ TPA Task 2 passing score (taken in program)
☐ TPA Task 3 passing score (taken in program)
☐ TPA Task 4 passing score (taken in program)
☐ RICA passing score (info on Discovery under State Assessments – recommended after TEDU 505) $
☐ Current CPR (must have infant, child, and adult) $

Thesis
Candidates must have completed all coursework, fieldwork and state-mandated exams to proceed with the Thesis