



# EDUCATION NEWS

## Academic and Student Services Newsletter

SYRACUSE UNIVERSITY

SCHOOL OF EDUCATION

<http://soe.syr.edu/>

SPRING 2008

### Welcome New Students

The School of Education would like to welcome all new undergraduate and graduate students to our education programs. We look forward to getting to know you as new members of the School of Education family.

### Academic and Student Services

The Office of Academic and Student Services, located in 270 Huntington Hall, will be a vital resource throughout your School of Education career. Everything you need to know, from graduation requirements to creating a credential file for your job search, is contained in this newsletter. We have two academic advisors available to assist you with your advising/academic needs.

**All undergraduate and graduate students, please contact the following advisor according to the first letter of your last name:**

A – L Pam Hachey [pkhachey@syr.edu](mailto:pkhachey@syr.edu)  
M – Z Carol Radin [cvradin@syr.edu](mailto:cvradin@syr.edu)

### High School/College Transcripts

If you are an undergraduate or graduate student in a teacher preparation program, it is imperative that we have a copy of your high school transcript sent to the Office of Academic and Student Services, 270 Huntington Hall for foreign language verification. This process needs to be completed before you graduate, so that we can clear you for graduation and the Registrar's Office can post an award date on your Syracuse University transcript. If you have taken courses through another college or university, please have an official copy of the transcript sent to the Office of Academic and Student Services, 270 Huntington Hall.

### New York State Child Health & Life Safety Seminar

This is a mandated online seminar which includes the following six topic areas; child abuse prevention, violence prevention, alcohol/drug/tobacco prevention, child abduction prevention, fire & arson prevention and highway/general safety. The completion of this seminar is **graduation requirement** for Syracuse University's institutional recommendation to NYSED for teacher certification.

### Staff Members

**Amie Redmond**  
Assistant Dean for Academic and Student Services  
315-443-2506  
[amredmon@syr.edu](mailto:amredmon@syr.edu)

**Barbara Maphey**  
Administrative Assistant  
315-443-2506  
[bamaphey@syr.edu](mailto:bamaphey@syr.edu)

**Carol Radin**  
Assistant Director of Academic Advising  
315-443-9320  
[cvradin@syr.edu](mailto:cvradin@syr.edu)

**Pam Hachey**  
Academic Advisor  
315-443-2526  
[pkhachey@syr.edu](mailto:pkhachey@syr.edu)

**Linda DeFrees**  
Coordinator of Career Services & Certification  
315-443-4759  
[lundefree@syr.edu](mailto:lundefree@syr.edu)

**Fran Cooney**  
Office Coordinator  
315-443-9319  
[fcooney@syr.edu](mailto:fcooney@syr.edu)

**Laurie Deyo**  
Undergraduate Admissions Recruiter  
315-443-4269  
[lldeyo@syr.edu](mailto:lldeyo@syr.edu)

**Liza Rochelson/  
Traci Washburn**  
Graduate Admissions Recruiters  
315-443-2505  
[gradrcrt@gwmail.syr.edu](mailto:gradrcrt@gwmail.syr.edu)

**NEW POLICY:** You must complete the seminar and pass the exam BEFORE student teaching. For instructions on how to enroll in the seminar, please email Fran Cooney at [fcooney@syr.edu](mailto:fcooney@syr.edu). Note: If you are enrolled in the Health and Exercise Science program, this New York State seminar is not a graduation requirement, although it is recommended.

## **May, June & August 2008 Grads**

Please contact Carol Radin or Pam Hachey, to make sure that all required paperwork has been filled out for graduation and certification. The following documents/requirements must be on file in the Office of Academic and Student Services before graduation.

### **Undergraduate Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 15, 2008**
- The completion of this seminar is a *graduation requirement* for students in a program leading to certification. In addition, this is a
- Completion of New York State Child Health & Safety Seminars (if applicable).
- Foreign Language Verification

### **Masters Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 15, 2008**
- Completion of NY State Child Health & Life Safety Seminars (if applicable)
- Official transcript from each institution that shows credit hours to be transferred to the Program of Study
- Official degree bearing transcript from your undergraduate institution
- A Program of Study form

### **C.A.S. Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 15, 2008**
- Official degree bearing transcript from your undergraduate institution
- Official degree bearing transcript from your graduate institution
- Official transcript from each institution showing credit hours to be transferred to Program of Study

### **Doctoral Candidates:**

- File Diploma Request on MySlice Applications, under Student Services/Enrollment/File Diploma Request by **February 15, 2008**
- Formal Program of Study
- Intent to Defend – Submit to Barb Maphey the semester before you plan to defend
- Request for Examination Form – Must be filed with Barb Maphey four weeks prior to defense date

## **Graduation Check**

If you are a second semester junior/senior or graduate student close to graduation, please email Pam (if your last name begins with A-L) or Carol (if your last name begins with M-Z). Some of the items requested will be the following:

- Official transcripts from other institutions you have attended
- Completed Program checklist
- Filed Diploma Request on MySlice Applications

- Child Health & Life Safety Seminar for New York State certification

## **Important Notice to all Graduate Students**

You must be continuously registered at Syracuse University during each FALL and SPRING semester. If you are not registering for course work, register for GRD 998, “Degree in Progress” for “0” credit hours. You can register online during the registration period for that semester. If you neglect to register for coursework or GRD 998 “Degree in Progress” for “0” credits, you will become a “Discontinued Student”, and will not be able to register the following semester without reactivating.

If circumstances dictate that you have to register for “0” credit hours for an extended period of time, you must take a Leave of Absence. A Leave of Absence permits extension of the time to complete your degree a maximum of one year. Leave of Absence Forms may be obtained in the Office of Academic and Student Services, 270 Huntington Hall.

## **Education Career Services**

The Education Career Services Office is located in 270 Huntington Hall. It offers a variety of services to all Syracuse University Education students who are seeking positions as teachers, school counselors, school psychologists, speech and language pathologists, library media specialists or administrators in schools locally and around the country. This office does not place students in positions; rather it facilitates researching employment opportunities and assists students in the job search. Please take advantage of the following Career services:

- Resume/Cover Letter Assistance
- Vacancy Notices
- Job Search Information
- Credential Files
- Teacher Certification Information
- Recruiter Visits

### **Credential Files:**

Credential files contain letters of recommendation. The credential file serves as an important source of information to potential employers. Copies of your file are sent at your email request to potential employers as part of the application process. Once a file is open, it remains active for life and you may update letters as often as necessary. Credential file packets are available in the Career Services office and there is a \$35 registration fee to establish a file. Once your file contains at least 3 letters of recommendation, then it can be sent to school districts at the request of the candidate. For more information, please call Linda DeFrees at 315-443-4759 or email at [ldefree@syr.edu](mailto:ldefree@syr.edu).

## **NY State Teacher Certification (Frequently Asked Questions)**

### **1. What tests do I need to take and pass to be certified in New York State?**

Three NYS Teacher Certification Exams (NYSTCE); which include the Liberal Arts & Science Test (LAST), the Assessment of Teaching Skills-Written Test (ATS-W) and the Content Specialty Test (CST). 2 CST’s are required for Inclusive Elementary & Special Education program and the Early Childhood Special Education program (*Multi-Subject* and *Students with Disabilities*). Registration information and test dates can be found at [www.nystce.nesinc.com](http://www.nystce.nesinc.com).

### **2. Is fingerprinting required for seeking New York State certification?**

Yes. The processing fee is \$99 and must be paid in the form of a money order. Please contact Jeanne Schmidt, 150 Huntington Hall, at 314-443-1468 or [jmschmidt@syr.edu](mailto:jmschmidt@syr.edu) for questions & appointments.

### **3. Is Certification automatic once I graduate?**

No. You will need to complete the New York State teacher certification tests, the Child Health & Life Safety online seminar, and fingerprinting clearance. Information on how to apply for teacher certification through NYSED TEACH Online Services, will be sent to students prior to graduation.

## **CNY Teacher Recruitment Days**

On Monday, April 7 and Tuesday, April 8, 2008, school districts from across the country will conduct interviews for known and anticipated vacancies. Students representing 15 Central New York colleges and universities will be interviewed on the SUNY College at Cortland campus. Requirements for participation include that students must be eligible for certification/licensure in Education by September 2008, and have completed a program of study between December 2007 and August 2008. For more information, go to [www.oswego.edu/TRD](http://www.oswego.edu/TRD).

## **Summer Courses**

If you would like to take coursework at another institution and transfer the credits back to Syracuse University, you must do the following:

- Fill out a Transfer Credit Petition before leaving at the end of this semester. This petition is available in the Office of Academic and Student Services, 270 Huntington Hall.
- Attach a course description to the petition.
- Obtain permission signatures from your advisor, department chair, and the Assistant Dean for Academic and Student Services.
- File the petition with the Office of Academic and Student Services in 270 Huntington Hall. Coursework below a "C" or with Pass/Fail grading is not transferable. Transfer credits and transfer courses do not impact your GPA.

Request an official transcript from the transfer institution, and have it sent to the Office of Academic and Student Services, Syracuse University, School of Education, 270 Huntington Hall, Syracuse, NY 13244-2340.

## **Please Check your syr.edu E-mail!**

An official e-mail address is established and assigned by Syracuse University's Information Technology and Services for each registered student. All University communications, including School of Education news, is sent to this e-mail address. It is imperative that you check your syr.edu e-mail on a regular basis, so that you may be notified of very important information and deadlines. To access your official e-mail address, go to the Computing Access Web site at <http://netid.syr.edu>.

## **Spring Reception Volunteers Needed**

If you would like to share your Syracuse University experiences with high school seniors, you may want to consider volunteering your time for the School of Education Spring Receptions. Spring Receptions are open houses for prospective high school seniors who are anxious to hear what our current students have to say about Syracuse University. The Spring reception dates this year are April 11, 14, 18, 21 and 25. For more information, please contact Laurie Deyo at 443-4269 or [lldeyo@syr.edu](mailto:lldeyo@syr.edu).

## **Peer Advisor Applications**

Information and an application for Peer Advising has been sent to all undergraduates via email. If you did not receive this information and are interested in finding out more about becoming a School of Education Peer Advisor, please contact Laurie Deyo at [lldeyo@syr.edu](mailto:lldeyo@syr.edu).

## **Curious About Commencement?**

- **Syracuse University's Commencement** will take place on Sunday, May 11, 2008, 9:30am. All candidates participating in Commencement must wear academic dress.

- **The School of Education's convocation** will be held on Saturday May 10, at 12 noon at Manley Field House. No tickets or RSVP is necessary. Plan to arrive between 11:15 and 11:30am to line up for the procession and to fill out graduation cards. A reception will follow at Drumlins Country Club.
- **You should be receiving** a Commencement Information Booklet in March (providing you have filed your diploma request card). In addition, booklets will be mailed to parents or guardians.
- **Keep checking** Syracuse University's homepage for commencement information. If you should have further questions, please contact Jennifer Russo, Assistant to the Dean, at 315-443-4751.

## **The School Of Education Web Site**

Please check out the School of Education web site at <http://soe.syr.edu/>. Click on the Academic and Student Services link to find updated information on current processes and services that are in place for students. This is an excellent resource to keep you informed of any changes and additions that occur throughout the academic year.

## **Information Reminder**

Please make sure that your current contact information is registered correctly, so that we can contact you! Use SCORE via the web at [www.syr.edu/services/students.html](http://www.syr.edu/services/students.html) to check or change your address and telephone information. Your [syr.edu](http://syr.edu) email address is an approved form of communication at Syracuse University. Be sure to check it often or have it forwarded to your current email!

## **Are you an Undergraduate Student?**

It's not too early to think about Graduate School. The School of Education offers close to 50 different graduate programs in education. In addition, there are a number of scholarships available specifically for our graduate students. For more information, contact Traci Washburn or Liza Rochelson, Graduate Admissions Recruiters, at 315-443-2505 or [gradrcrt@gwmail.syr.edu](mailto:gradrcrt@gwmail.syr.edu). Traci and Liza will be happy to assist you in preparing for graduate study at Syracuse University!

### **Important Dates and Deadlines Spring 2008**

#### **Monday, March 3**

Mid-term reports mailed to first year student campus addresses this week

#### **Tuesday, March 18**

Academic Drop Deadline / forms due in 270 Huntington Hall

#### **Monday, April 7 – Wednesday, May 7**

Registration for Fall Semester

#### **Tuesday, April 15**

Academic Withdrawal Deadline / petitions due in 270 Huntington Hall

#### **Tuesday, April 29**

Last day of classes

#### **Thursday, May 8**

Last Day of Extended Campus classes

#### **Wednesday (April 30), Saturday (May 3), Sunday (May 4)**

Reading days

#### **Thurs (May 1), Fri (May 2), Mon (May 5), Tues (May 6), Wed (May 7)**

Final Examinations (check MySlice or Time Schedule of Classes for your exam times)

#### **Saturday (May 10) and Sunday (May 11)**

Commencement Weekend