

## Tips for Successful Transition into the Education Program

*Please be sure to read and complete the following list of activities during the times indicated.*

### Prior to Arriving at UMFK

- Elementary students must have completed 60 or more credits toward a bachelor's degree, at least 36 credits in the total liberal arts core, and at least 18 credits from the content areas (English, Science, Math, Social Science), with at least one course in each area. All course work needs to be a grade of "C" or better.
- Secondary students must have already completed a liberal arts major in an endorsement area recognized by the State of Maine. All course work needs to be a grade of "C" or better.
- Be sure you qualify financially for your I-20 form; please contact the Admissions office for details at (207-834-7600).
- Confirm your acceptance by paying your confirmation deposit (\$50.00 tuition deposit for commuting students; or \$150.00 tuition and housing deposit, if living on campus).
- Complete all administrative forms prior to your arrival at UMFK. See the confirmation checklist at <http://www.umfk.maine.edu/admissions/accepted> These forms include: immunization, medical insurance, medical history, emergency notification, and housing (if living on campus) questionnaires.
- A background investigation is necessary of all international students; go to <http://www.umfk.maine.edu/admissions/apply/canadian> for specific instructions.
- All international students must pay the US \$100 SEVIS fee; go to <http://www/fmjfee.com/> for specific instructions.
- If you plan on living in the dorms, please confirm your housing plans by contacting Peter Sproul, Assistant Director of Residential Life at (207-834-7665). If you plan on living in the dorms for 6-week mini semester in the summer, there is an additional charge for this time period.

## Teacher Certification Fact Sheet

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- Be sure to contact your academic advisor via e-mail or phone to discuss your plan of study or set up an appointment for a face-to-face meeting.
- All Canadian students are asked to cross in the US/Canadian border only at Clair, NB for the first time. Please be prepared to pay an additional seven dollars (US) for a US Customs form (I-94) and bring a copy of the SEVIS fee receipt for the US \$100 fee referenced above. Be sure you have your I-20 form with you. If you do not have your I-20 form, call the Admissions Office.

**\*\* Please note that a 3-credit course is equivalent to a 1/2 credit course at some Canadian Universities**

### First Semester

- Fall 2006 students who have not passed all three sections of the Praxis I exam should reschedule ASAP. Spring 2007 students must have passed all three sections before they begin the education program.
- The average course load is 19 credit hours the first semester. Overloads are not allowed during the first semester. Students are strongly encouraged to attend Praxis II workshops.
- Students should begin to work on their professional portfolio.

### Second Semester

- Students will register for an average of 19 additional credit hours of EDU courses.
- Students may take one additional course overload contingent upon achievement of a 3.3 GPA.
- Students must schedule and write the Praxis II exam ASAP.
- Successful completion of both the Praxis I and II exams are required prior to starting the student teachers' practicum.
- Students need to apply for their student teaching practicum through Priscilla Daigle, the Director of Student teaching ASAP (207-834-7803).
- Students must attend two mandatory student teaching meetings during their second semester.
- Students continue working on their professional portfolio.

**First Six Week Summer Session**

- Some, but not all, secondary certification students need this additional time to complete required course work for their provincial certificate. You will know if you are required to take additional courses after you meet with your advisor.
- All elementary certification students must take nine credits of EDU courses offered to complete the Education major in one year.
- Additional housing and meal accommodations for this six-week session can be made through the Student Services Office at an additional cost.
- Students may take one additional course overload contingent upon achievement of a 3.3 GPA.

**Second Six Week Summer Session**

- Some, but not all, students need this additional time to complete their respective programs.
- Generally, this session involves only courses offered online.

**Student Teaching Practicum**

- Students will be enrolled in a 16-week student teaching practicum after the requirements for student teaching are met.
- Students must have completed all required professional (EDU) and academic courses at a grade of “C” or better, as well as achieved an overall GPA of 2.5.
- Students must have successfully passed both the Praxis I and II exams prior to student teaching.
- Students will be actively involved in the student teaching placement assignment process.
- Students will be placed (within reason) as close to their desired location as possible.
- Due to the number of positions available, UMFK cannot guarantee secondary placement in metropolitan areas.
- The Director of Student Teaching will notify the student on WebCT when the placement process is complete.

- As a mandatory requirement, students must use WebCT to communicate with the Director of Student Teaching during their student teaching placement.
- Students must have completed their portfolio at the end of their student teaching experience.
- Students must complete the program's exit survey at the completion of student teaching.

### **Graduation/Certification Application Requirements**

- Successful completion of all required course work.
- Apply for graduation through the UMFK Registrar's Office.
- Submit application for State of Maine certification through the UMFK Registrar's Office.

### **Information on Billing and Expenses**

#### **Billing**

U.S. colleges are organized into semesters:

Fall (usually early September to mid-December)

Spring (usually early January to mid-May)

Summer (usually mid-May to early July)

A typical student in the certification program attends three full time semesters and one summer: (Fall, Spring, Summer and Fall or Spring, Summer, Fall and Spring). Each of these terms has a specific number of weeks assigned to it by the Canadian authorities, based on the start and end dates of the semester for that year.

Since it is our understanding that Canadian Federal and Provincial loans cannot be made for the short period of the Summer term, charges and loans for the Summer term are included in the Spring term. Thus, charges for Spring and Summer will be billed in December and are due in January. Depending on the term in which you are starting, your loan should include the total number of semesters for which you will need financial coverage to pay for your certification program at UMFK. For help in this process contact the Financial Aid Office (207-834-7602).

**Expenses**

**Typical Estimated Costs for Program (US dollars)  
For a Student Starting in the Fall Semester**

	<b>Fall</b>	<b>Loan Year One</b>		<b>Loan Year Two</b>
		<b>Spring</b>	<b>Summer 2006 (6 weeks)</b>	<b>Fall 2006 Practice Teaching</b>
Tuition & Fees	4423	4423	2070	3746
Books	570	570	270	450
Room & Board	2994	2994	1199	3141
Transportation	850	850	340	850
Personal	500	500	200	500
<b>Total</b>	<b>\$9337</b>	<b>\$9337</b>	<b>\$4079</b>	<b>\$8687</b>

This is an estimate for planning purposes only; estimates are based on 19 credits per semester for Fall and Spring, nine credits for Summer and 15 credits for practice teaching.

Tuition and fees (and room and board for students who live in the dormitories) are billed by the University. Other expenses are estimates – your actual expenses will be determined by your individual living arrangements and teaching placement.

Tuition rates for Fall 2006 are not official until approved by the UMS Board of Trustees. UMFK reserves the right to adjust tuition, fees, etc. without notice.