

Checklist for Preparing to Transfer to LSSU for Teacher Education

1. Begin keeping a file of materials you will need for Lake State.
 2. Have Criminal Record Check done, demonstrate it to Liberal Studies Office, and store paperwork in LSSU file.
 3. Arrange to meet with Margie Erkkila (Margie.erkkila@saultcollege.ca) in Room E2217. She will explain the LSSU Teacher Education program to you and provide you with tentative completion plans for the teaching degree you would like to pursue.
 4. Complete a Sault College-to-LSSU Dual Enrolment form and submit it to the Liberal Studies office.
 5. Depending upon the degree you choose, you will need to meet with the Liberal Studies Program Assistant before each semester to request the electives in your Liberal Studies program which will best fit with the degree you want to earn.
 6. Successfully complete all three sections of the Michigan Test for Teacher Certification (MTTC) **Basic Skills Test**. Store the MTTC "Examinee Score Report" in your LSSU file.
 - Reading _____
 - Writing _____
 - Math _____
- Note:** Pick up copy of MTTC Registration Bulletin booklet from Liberal Studies office for information about registration deadlines, details & fees, as well as test background.
7. Check regularly into the LSSU Teacher Education Department's website at <http://education.lssu.edu>
 8. Complete 80 hours of work/volunteer activity with children during the three years previous to your application to the LSSU TE Program. 20 hours must be within the last year. (Note that at least 15 hours will be part of the TE250 course). For information about eligible activities, go to the departmental website. Click on "Undergraduate Program Application" and then scroll down that page to click on and print out "Guidelines for Field Experiences".
 9. Click on [F315-b](#) to print out the form which must be completed by the people who supervise your work with children.
 10. Click on [F320-b](#) to print out the form which must be completed by the people who supervise your TE250 activities in the schools.
 11. Click on [F310-b](#) to print out the form which you will complete as you are preparing the Application Package for the TE Program. This form summarizes Forms 315 and 320.
 12. Click on and read the [Writing Rubric](#) so you will understand what LSSU is seeking when you write the extemporaneous essay which is part of the application process.
 13. Complete all your Liberal Studies courses with a "C" or better so the classes can transfer to LSSU and you are able to receive the General Education stamp on your Sault College transcript.
 14. Earn a "B" or better in TE150 and 250.
 15. Maintain a cumulative G.P.A. of 2.7 or higher. (Required for acceptance in the LSSU Teacher Education Program).
 16. Prepare a disk of examples of your computer-based work – i.e. Word Processing, Spreadsheet, PowerPoint presentation, etc. - to submit with your TE application. (This is usually done during the CSA112 course).
 17. Prepare the TE Program Application Package (refer to website) and submit it to LSSU in early August, or by noon of the second Friday in October or February of the term before you plan to transfer.
 18. Before submitting application, meet with Margie again to get the LSSU degree audit sheets for the chosen degree.
 19. In late October (if you plan to transfer in January) or late March (if you plan to begin at LSSU in the summer or fall semester), meet with Margie to plan your LSSU timetable(s). You will communicate with your LSSU Academic Advisor and then register on-line for your LSSU classes in November (for January) or April (for Summer and Fall).
 20. If you decide to take an LSSU course while you are still full-time at Sault College, each semester Margie will communicate with dual enrollees to inform them re which LSSU evening classes will fit with their chosen degrees. There are forms to complete and a one-time SEVIS fee to pay to the Department of Homeland Security (store SEVIS receipt in your LSSU file), so dual enrol NOW!
 21. Acquire your **Canadian passport**. You will need it to enter the United States by January 2008.