

# School of Education

## M.A.Ed. Program Checklist

1. **Contact the Graduate Advisor in the School of Education** for your initial advising session. Complete the evaluation of undergraduate transcripts for possible deficiencies and receive approval of courses from Graduate advisor. Purchase the Teacher Education Handbook from the Benedictine Bookstore.
  
2. **Make application to Benedictine University Graduate Programs:**
  - \_\_\_\_\_ Complete application and submit \$30.00 payment.
  - \_\_\_\_\_ Submit official transcripts from all Colleges and Universities attended.
  - \_\_\_\_\_ Compose Essay Statement of Career and Educational Goals.
  - \_\_\_\_\_ Take GRE or MAT for admission into the Graduate Program.
  - \_\_\_\_\_ Submit three (3) letters of reference.
  
3. **Research Financial Aid options** with the Financial Aid office located in Benedictine Hall. (Note: Students are not eligible for Financial Aid unless they have been accepted in the Graduate Program at Benedictine University. **GSAL are not eligible for Financial Aid.**)
  
4. **Successfully pass the Illinois Certification Tests.** The Basic Skills exam must be completed no later than the first semester of enrollment. The Content area exam for secondary education students is also required during the first semester of enrollment. The Content area exams for Elementary and Special Education must be passed no later than the semester before their Student Teaching experience.
  
5. **Make application to the Teacher Education Program.** There are three education courses that students are permitted to take prior to admittance into the Teacher Education Program:
  - EDUC 605/400 Ethics, Education & Social Change w/ Preclinical
  - EDUC 540 Exceptional Children
  - EDUC 610 Learning & DevelopmentApplications to the Teacher Education Program are available in the Education office. Applications are accepted in September and February only. **Passage of the ISBE Basic Skills Test is required.**
  
6. **Graduation applications are due one year prior to graduation.** Obtain the graduation applications from the ARC located in Kindlon Hall, this will trigger a graduation audit to verify all necessary coursework has been completed.
  
7. **Application for Certification** is completed during the student teaching experience.