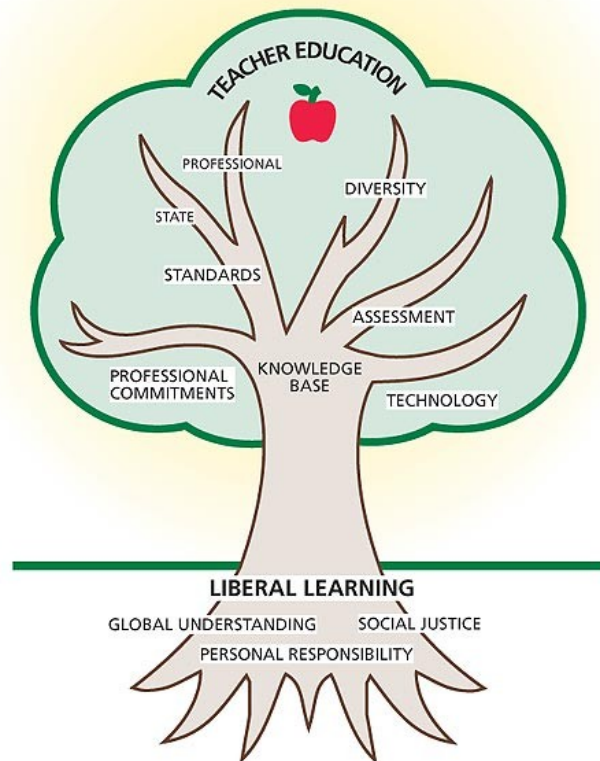


# SUNY Cortland



**School of Education**

## **Department of Literacy Education Advisement Manual**

Revised January 2011

Note: The Literacy Department reserves the right to correct any errors in this manual, and to make changes to remain in compliance with the New York State Education Department and SUNY regulations and mandates.

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# WELCOME to the DEPARTMENT OF LITERACY EDUCATION

We are pleased that you have selected SUNY Cortland to pursue your master's degree. We expect you to find your program meaningful and relevant to your career goals in education as well as a basis for future intellectual endeavors.

## STATEMENT OF PHILOSOPHY

The Literacy Department fosters the development of literacy specialists who are critical thinkers, reflective practitioners and possess the knowledge and skills necessary to ensure the literacy development of all learners.

## OBJECTIVES OF THE DEPARTMENT

The Literacy Department strives to prepare literacy specialists who demonstrate:

- A comprehensive understanding of literacy and literacy learning and development.
- A belief that all children can learn.
- A knowledge of and ability to assess diverse learners' progress and use formal and informal assessment results to develop and effective instructional program.
- A knowledge of and ability to instruct diverse learners in a variety of ways.
- A knowledge of and ability to offer learners a variety of materials and texts.
- An ability to communicate with students, parents, allied professionals and paraprofessionals regarding student achievement and instructional planning for literacy improvement.
- An ability to develop, coordinate and evaluate literacy programs.
- A view of themselves as lifelong learners who actively pursue literacy related professional development opportunities and participate in local, state, national and /or international organizations whose mission is the advancement of literacy.
- A knowledge of both the liberating and colonizing practices of literacy education.

## PROGRAMS

### **Master of Science in Education, Literacy – Birth to Grade 6 (LED B-6)**

Study leading to the initial and professional certificate in the Teaching of Literacy Birth to Grade 6. See Appendix A for specific requirements and to keep track of progress.

### **Master of Science in Education, Literacy – Grades 5-12 (LED 5-12)**

Study leading to the initial and professional certificate in the Teaching of Literacy Grades 5-12. See Appendix B for specific requirements and to keep track of progress.

You can take three extra classes to become certified at the B-6 and 5-12 levels.

## APPLICATION PROCESS

Applications and other required forms are available online at <http://www2.cortland.edu/admissions/> (applications) and <http://www2.cortland.edu/offices/registrars-office/index.dot> (forms). In addition to completing the Cortland graduate programs form, a completed application for either program offered by the Literacy Department will include the following:

1. Official transcripts documenting a bachelor's degree from an accredited college or university.
2. Documentation of an initial certificate in either: early childhood, childhood, elementary education, middle school education, adolescence education or secondary education, special education, students with disabilities, students who are deaf or hard-of-hearing, students who are blind or visually impaired, students with speech and language disabilities, library media specialist, or English to speakers of other languages issued by the New York State Education Department.
3. An overall undergraduate grade point average of at least 3.0.
4. Two Literacy Department recommendation checklists. (Available online at <http://www2.cortland.edu/admissions/graduate/apply.dot>)
5. A typewritten statement demonstrating commitment to and interest in literacy education as well as an ability to write clearly and well. Specific information regarding this statement is listed on the application.
6. Selection of either LED Birth-Grade 6 or LED Grades 5-12. (Students may pursue certification in both areas. See your advisor for additional information.)

## CONTACT INFORMATION

While here in Cortland you will probably have numerous questions about your program. In addition to the Graduate Catalog and this advisement manual, there are a number of individuals and departments available to assist you. Appendix C provides a list of important contacts for easy reference. If the individual or department you need to contact is not listed, please utilize the Directories link on the SUNY Cortland website at [www.cortland.edu](http://www.cortland.edu).

## PAPERWORK

We encourage you to establish a secure place, such as a drawer or folder for all documents you receive from the college – for example, your acceptance letter, candidacy confirmation, transcripts and course syllabi of completed courses. **ANY TIME YOU SEND CORRESPONDENCE TO THE COLLEGE, YOU SHOULD MAKE A COPY FIRST AND PLACE THIS IN YOUR SECURE AREA.** If you follow this practice, you will never have to second guess whether or not you have completed certain requirements such as filing for candidacy. If you have an official written record of transactions you can avoid complications in progress towards your degree. Please keep in mind that many of the required forms are now on the Registrar's page found at: <http://www2.cortland.edu/offices/registrars-office/index.dot>

## MyRedDragon & Email

MyRedDragon is a student service unique to SUNY Cortland that allows students to access academic, financial, and residential information via the Internet at <http://www2.cortland.edu/home/> We recommend that students check their account for special announcements and other important information. Your email address will be [firstname.lastname@cortland.edu](mailto:firstname.lastname@cortland.edu) as there are NO "outside accounts" allowed as of the spring 2011.

On behalf of the Literacy Department, we wish you success as you pursue your graduate program at SUNY Cortland.

## PROGRAM INFORMATION

### Newly Accepted Full-time Students

In order to ensure that you complete the program in the time frame you need, we urge you to contact your advisor at the earliest possible time to review graduation plans and make sure your proposed schedule will work.

All full-time students should take the schedule below during their first semester to ensure having the prerequisites necessary for completing the program in one calendar year.

### First semester schedule for full time students:

Take all of the three courses below, which are prerequisites for LIT 669 and LIT 693.

#### B-6 program

LIT 528

LIT 540

LIT 682 (and LIT 683)

#### 5-12 program

LIT 528

LIT 550

LIT 682 (and LIT 684)

Plus take one additional course from the following for a total of 14 credit hours:

#### Courses for Both B-6 and 5-12 programs

SPE 510 (or one of the other electives-EDU/WST 552, FSA525/AAS581)

LIT 560 (B-6)

LIT 570 (5-12, offered generally in SPRING ONLY)

LIT 630

LIT 610

If you are a part-time student, we also advise taking at least one of the three courses that serve as prerequisites in your first semester. This will give you greater flexibility in your scheduling later.

If you have any questions before the semester begins, do not hesitate to contact our office for assistance.

## IMPORTANT TERMS

### Matriculation

Matriculated students have been officially **accepted** into and are enrolled in a master's degree program. Up to nine credits may be taken prior to matriculation into a program. Additional credits (taken prior to acceptance in the program) will not be counted towards your degree.

### Admitted with a "W"

You must file a Change of Status form if you were admitted into either program with a "W," which means your acceptance **was contingent upon receipt of documentation related to your certification with the State of New York**. The Change of Status form may be found at <http://www2.cortland.edu/offices/registrars-office/forms.dot>

## Candidacy

In order to graduate, you need to be a “candidate for a master’s degree.” You file for candidacy, using the Application for Candidacy Form with your advisor when you have taken between 6 and 15 of the hours required for your degree and have been completely matriculated in the program which means you have been accepted as an LED\_B-6 or LED\_5-12 major without a W beside your major code. Achieving candidacy is an internal check to make sure you are on the right track. Application for Candidacy forms are available on the Department’s webpage at <http://www2.cortland.edu/departments/literacy/resources.dot> You will receive a confirmation letter once your candidacy has been approved.

## KEY CONCEPTS

The following section provides explanations of key concepts that you may find helpful as you pursue your degree.

### Admittance to Closed Courses

Individual professors in the Literacy Department **CANNOT** allow you to enter a closed course. The decision to allow students into closed courses shall be left up to the discretion of the department chairperson.

### Advisement

Students can find out who their advisor is by checking their banner web account. Contact information is also listed. When you set up a time to meet with your advisor, we recommend that you prepare a list of questions before the appointment to ensure that you get all the information you need. And remember – there is no such thing as a dumb question.

### Appropriate Courses for Your Degree Program

The appropriate courses for your degree program (either Birth – 6 or Grades 5 – 12) are listed on Appendix A or B, depending on the program you have chosen.

### Change of Address, Telephone Number, E-Mail Address or Name

Please notify the Registrar’s Office **AND** the Literacy Department should your address, telephone number, e-mail address, or name change.

### Change of Major

If you decide to change your major while in the master’s program, you must file a Change of Status form with your current advisor and go through the new major’s application process. You must be accepted into the new program before the change becomes official.

### Class Cancellations Due to Inclement Weather

In the rare case that the college is closed due to inclement weather, local radio and TV stations will be notified. It is your responsibility to find out which stations service the area in which you live. In addition, announcements will scroll on the Cortland website, <http://www2.cortland.edu/home/> Please do not call the Literacy Department, the Registrar’s Office, or the Mohawk Valley Graduate Center for information regarding closings. The personnel will not know if classes are canceled.

### Course Descriptions

The Graduate Catalog provides full descriptions of each course within both programs offered by the Literacy Department. The catalog may be found at <http://www.cortland.edu/catalog/>. There are no longer hard copies printed.

### Course Offerings

It is your responsibility to know the frequency of course offerings, which can also be determined by consulting the College Catalog. You are also responsible for knowing which courses are prerequisites for other courses. Questions about this should be directed to your advisor.

### Culminating Activity Registration

All other courses must be taken before you can register for your culminating activity. The activity will include reflection on prior course work and require integration of ideas, which makes completion of the other courses imperative for success. In order to register for the culminating activity, you must call the department secretary (Pat Alter) at 607-753-2705 and request that the “flag” be lifted for the class. You may also email her and request that the flag be lifted. [pat.alter@cortland.edu](mailto:pat.alter@cortland.edu) is her email address.

### Degree Plan

The department recommends that you set up a degree plan for yourself. Included in the plan should be the sequence of courses you will take, making sure pre- and co-requisite requirements are considered, the timeframe for completion of the program, and information on course offerings. Certain classes are only offered during certain semesters and it is possible that you will not get all the courses you desire for a particular semester. It is important to include a level of flexibility within your plan, should you fail to gain entrance into a particular class or section.

### Dropping a Course

If you wish to drop a course, you need to complete an Official Withdrawal from Graduate Course form. Please consider what consequences will result from dropping the course prior to filing the form. Your timeline for graduation, certification and financial well-being could be affected. The Official Withdrawal from a Graduate Course form may be found at <http://www2.cortland.edu/offices/registrars-office/forms.dot>

### Electives

There are three choices to meet the elective requirement for both programs (LED B-6 and LED 5-12). They are Gender Issues in Education (LIT 552 and WST 552), Teaching the Inner City Child (AAS 581 and EDU/FSA 525) and Teaching the Special Education Learner in the General Education Classroom (SPE 510).

### Field Experiences

Students will be required to participate in field experiences for the following courses:  
**540/550** – one-credit hour (10-15 hours) of observation of a reading specialist in the field  
**682** – one-credit hour (10-15 hours) of practical application of strategies to help struggling readers (If you are in the B-6 program you must sign up for the CONCURRENT lab, LIT 683. If you are in the 5-12 program, the CONCURRENT lab you need is LIT 684. If you are in the B6 **and** 5-12 tracks, you must take both LIT 683 and 684 CONCURRENTLY WITH LIT 682.)

**693** – four-credit hour, semester long practicum; students will assess and instruct diverse learners, work collaboratively with other professionals and paraprofessionals and serve as a resource for teachers, administrators and parents.

### **Full-Time Status**

A graduate student who takes 9 hours per semester during Fall and/or Spring is considered full-time by the department. However, for financial aid purposes, you may need to be registered for 12 credits to be considered full time. Please contact the Financial Aid Office for additional information. (<http://www2.cortland.edu/cost-aid/financial-aid/>) There is a maximum of 7 credit hours allowed per summer session. Contact the Financial Aid Office for information on financial aid available for the summer session.

### **Forms**

Most forms can be downloaded electronically from the Internet at <http://www2.cortland.edu/offices/registrar-office/index.dot>

### **Four Hundred (400) Level Courses**

You may NOT take a course from the 400 level for your master's degree.

### **Grade Point Average (GPA)**

The minimum GPA needed to remain in graduate school is a 3.0. If your GPA falls between 2.8 – 2.99, you will be placed on probation. If your GPA falls below 2.8, you will be dismissed. No grade below a C- can count towards your degree. Please see the graduate catalog, academic policies section, for more information. <http://catalog.cortland.edu/content.php?catoid=10&navoid=537>

### **Graduate Assistantships**

Dependent upon state funding, the Literacy Education Department offers a graduate assistantship. For more information, please see <http://www2.cortland.edu/admissions/graduate/index.dot>

### **Graduation Requirements**

Requirements for graduation include:

1. Total credit hours: A minimum of 30 credit hours of required course work must be earned and an additional 3 credits must be earned for your culminating experience. At least 9 of the 30 hours must be at the 600 level. You may have to take additional classes at the undergraduate or graduate level to meet prerequisites for classes at the graduate level.
2. Cumulative average: A cumulative average of 3.0 for all course work completed at Cortland is required for graduation. No grade below a C- will be counted toward a master's degree.
3. Time to complete: All graduate degree requirements must be completed within 5 years from the time the first graduate course is taken, even though such enrollment might have been on a non-matriculated basis or at another institution.
4. Students must file an Application for Graduation form, found on MyRedDragon. Associated fees and deadlines are listed in the Academic Policies Section of the Graduate Catalog found at <http://www.cortland.edu/catalog/>.
5. Culminating activity: All students must complete Literacy Professional Portfolio (LIT 698).



6. Successful completion of either program allows Cortland to recommend the candidate for NYS certification in Literacy Birth-Grade 6 or Literacy Grades 5-12.
7. If you wish to be certified in B-6 and 5-12, discuss it with your advisor and make that decision early, before completing LIT 682 and 683 or 684.

### **Incomplete (INC) Received as a Grade**

If you receive an INC for a grade in any of your courses, you have one calendar year in which to make up the work. Work should be made up in consultation with the professor of that course. It is your responsibility to complete the work and turn it in to your professor in a timely manner. A few weeks after submitting the necessary work to complete the course, you should call the Graduate Studies Office to confirm that a grade has been submitted. If not, contact the professor to confirm that they received the work and inquire about the timeframe for submission of your new grade. All outstanding INCs automatically convert to grade E, after one year.

### **Keeping Track of Progress**

Use Appendix A, B or C depending on the program you have chosen to record the date for each requirement completed. Maintain copies of all supporting documents. Keep up with due dates for such requirements as filing for candidacy, transferring coursework or filing for graduation.

### **Letters of Verification**

Certain state education departments require you to submit a letter stating you have graduated from an accredited institution, at what level, and so forth, for certification purposes. If you need a letter of this type, please contact the Graduate Studies Office.

### **Paperwork for Course Approval by your District**

If the school district in which you are employed requires you to submit course descriptions for approval prior to registration, it is a good idea to include a list of several different courses, as you are not guaranteed to get a spot in your first choice of classes.

### **Pass/No-Credit Option**

Courses taken on a Pass/No-Credit basis will NOT count towards your degree.

### **Registration**

Matriculated students register via their MyRedDragon account. Non-matriculated students register through the Graduate Studies Office. Additional information about registration can be found at <http://www2.cortland.edu/offices/registrars-office/index.dot>

### **Required Workshops**

New York State requires all students who wish to be certified teachers to attend the following workshops:

- Child Abuse Recognition and Prevention (CAR)
- Safe Schools Against Violence in Education (SAVE)

Most of the graduate students have had these in their undergraduate education programs. If you are from out of state, you may need to take both workshops. Both are offered here at SUNY Cortland.

For additional information please contact the Center for Educational Exchange at (607)-753-4704. Retain proof of attendance and all accompanying documentation for both of these activities.

### **Transferring Coursework to Cortland**

It is difficult to transfer courses into the LED programs due to the specialized nature of the each course. If you wish to attempt to transfer courses into your program, you may do so only after you have been approved for candidacy and only if the courses are from an accredited institution. A maximum of 6 hours may be transferred. A grade of B or better is required for each course that you wish to transfer. Course descriptions, course syllabi, and official transcripts are required with the Request for Acceptance of Graduate Credit Completed at Other Institutions form for your request to be considered. The needed form may be found <http://www2.cortland.edu/academics/program-detail.dot?id=212963>

For courses that you will be taking after candidacy has been established and would like to transfer to Cortland, you should receive prior approval to make certain it will fit into your program. This can be accomplished by submitting the Request for Acceptance of Graduate Credit Completed at Other Institutions form along with an official description of the course. You will need to mail the syllabus as soon as possible and once the coursework is complete, you will need to have the college send an official transcript. Again, a grade of B or better is required.

The final decision for all transfer of coursework is left to the discretion of the department chairperson.

## SAMPLE PLANS OF STUDY

Both programs offered by the Literacy Department can be completed in **five semesters** (including both summer sessions) or can be spread out over several years. Below are sample plans of study.

**THESE ARE SAMPLES; THE COURSES BELOW MAY NOT BE OFFERED EVERY SEMESTER.**

**Please be aware that if you plan to attend as a full time student, and plan to begin in the fall semester, the one-year (five semester) plan may not be available to you. Check with your advisor if you have questions.**

### LED B-6 - Sample one year plan (Beginning Summer Session I)

<b>Summer Session I</b>	<b>LIT 528 LIT 540</b>
<b>Summer Session II</b>	<b>LIT 560 LIT 682 &amp; LIT 683*</b>
<b>Fall Semester</b>	<b>LIT 630 LIT 610 AAS 581/EDU/FSA 525 or WST 552/EDU 552 or SPE 510</b>
<b>Spring Semester</b>	<b>LIT 693* LIT 669*</b>
<b>Summer Session I</b>	<b>LIT 698*</b>

### LED 5-12 – Sample two year plan (Beginning Fall Semester)

<b>Fall Semester</b>	<b>LIT 528 LIT 550</b>
<b>Spring Semester</b>	<b>LIT 570 LIT 682 &amp; LIT 684*</b>
<b>Summer Session I</b>	<b>LIT 610 LIT 630</b>
<b>Summer Session II</b>	<b>LIT 693*</b>
<b>Fall Semester</b>	<b>LIT 669* AAS 581/EDU/FSA 525 or WST 552/EDU 552 or SPE 510</b>
<b>Spring Semester</b>	<b>LIT 698*</b>

### LED B-6 – Sample one calendar year plan

While the one calendar year may be feasible, it is not recommended. You do not have enough time to devote yourself to your studies and your field placements taking four courses in one semester.

(Beginning Fall Semester)

<b>Fall Semester</b>	<b>LIT 528 LIT 540 LIT 560 LIT682 &amp; LIT 683*</b>
<b>Spring Semester</b>	<b>LIT 610 LIT 630 LIT 669* Elective</b>
<b>Summer Session II</b>	<b>LIT 693*</b>
<b>Fall Semester</b>	<b>LIT 698*</b>

\*These courses have pre- and/or co- requisites. See the Graduate Catalog for details.

### LED 5-12 – Sample one calendar year plan

(Beginning Fall Semester)

<b>Fall Semester</b>	<b>LIT 528 LIT 550 LIT 570 LIT682 &amp; LIT 684*</b>
<b>Spring Semester</b>	<b>LIT 610 LIT 630 LIT 669* Elective</b>
<b>Summer Session II</b>	<b>LIT 693*</b>
<b>Fall Semester</b>	<b>LIT 698*</b>

\*These courses have pre- and/or co- requisites. See the Graduate Catalog for details.

## PROFESSIONAL ASSOCIATIONS

Association of Literacy Educators and Researchers <http://aleronline.org/>

International Reading Association [www.reading.org](http://www.reading.org)

National Council of Teachers of English <http://www.ncte.org/>

New York State Reading Association <http://www.nysreading.org/>

Special Interest Groups of the IRA:

- Indigenous People <http://www.reading.org/General/AdvocacyandOutreach/SIGS/IndigenousSIG.aspx>
- Response to Intervention Community  
<http://www.reading.org/Resources/ResourcesByTopic/ResponseToIntervention/Community.aspx>
- Supervisors of Reading  
<http://www.reading.org/General/AdvocacyandOutreach/SIGS/SupervisorsSIG.aspx>
- Technology in Literacy Education  
<http://www.reading.org/General/AdvocacyandOutreach/SIGS/TechnologySIG.aspx>
- Title I <http://www.reading.org/General/AdvocacyandOutreach/SIGS/TitleISIG.aspx>

## AFTER GRADUATION

### WHAT CAN BE DONE WITH A MASTER'S DEGREE

A master's degree can open more doors for you than a bachelor's degree as you pursue your career goals in education. With a master's degree you will qualify for professional NYS certification. With either of the programs offered by the Literacy Department, you will be qualified to work with learners needing extra help in becoming readers. This may be as a resource teacher, a designated teacher of reading, a classroom teacher, a literacy coach, or a facilitator of intervention services in operation within your school or throughout your district. You will also qualify to work as a curriculum specialist at the school or district level. Additionally, you are qualified to teach at the community college or four-year college level, once you have gained commensurate experience. Finally, possession of master's degree will assist you in additional academic pursuits both formal and informal.

Appendix A

Literacy Department  
Degree Check  
Master of Science in Education Literacy - Birth to Grade 6

Literacy Department  
Degree Check  
Master of Science in Education Literacy - Birth to Grade 6

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail \_\_\_\_\_ Date of 1<sup>st</sup> course taken \_\_\_\_\_

*Record date of completion of a course on the line provided as well as proposed completion dates:*

**I. PROFESSIONAL EDUCATION (core courses) (27 semester hours)**

<u>Completed</u>	<u>Course</u>	<u>Title</u>	<u>Prerequisite</u>
_____	LIT 528	Language and Literacy Development	none
_____	LIT 540	Current Issues in Assessment and Instruction, B-Gr. 6	none
_____	LIT 630	Literacy and Society	none
_____	LIT 560	Children's Literature	none
_____	LIT 610	Literacy History and Research	none
_____	LIT 669	Literacy Teacher, Literacy Program	LIT 528, 540
_____	LIT 682 & LIT 683	Assessment & Instruction of Learners Experiencing Difficulties, B-Gr. 6	none
_____	LIT 693	Practicum & Seminar	LIT 682

**II. ELECTIVES (3 semester hours - 1 course)**

_____	AAS 581	Teaching the Inner City Child
_____	WST 552	Gender Issues in Education
_____	SPE 510	Teaching the Special Education Learner in the Regular Education Classroom

**III. CULMINATING ACTIVITY - Taken after all courses completed**

\_\_\_\_\_ LIT 698 Literacy Professional Portfolio Project

**IV. REQUIRED WORKSHOPS (indicate date of completion)**

Child Abuse \_\_\_\_\_ SAVE \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cortland Representative \_\_\_\_\_ Date \_\_\_\_\_

Appendix B

Literacy Department
Degree Check
Master of Science in Education Literacy - Grade 5-12

Name Student ID

Address

Telephone (H) (W)

E-mail Date of 1st course taken

Record date of completion of a course on the line provided as well as proposed completion dates:

I. PROFESSIONAL EDUCATION (core courses) (27 semester hours)

Table with 4 columns: Completed, Course, Title, Prerequisite. Rows include LIT 528, LIT 550, LIT 630, LIT 570, LIT 610, LIT 669, LIT 682 & LIT 684, and LIT 693.

II. ELECTIVES (3 semester hours - 1 course)

Table with 3 columns: Course, Title. Rows include AAS 581, WST 552, and SPE 510.

III. CULMINATING ACTIVITY - Taken after all courses completed

LIT 698 Literacy Professional Portfolio Project

IV. REQUIRED WORKSHOPS (indicate date of completion)

Child Abuse SAVE

Student's Signature Date

Cortland Representative Date

Appendix C

**Literacy Department  
Degree Check  
MASTER OF SCIENCE IN EDUCATION LITERACY – B-6 and GRADES 5 – 12**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail \_\_\_\_\_ Date of 1<sup>st</sup> course taken \_\_\_\_\_

**Record date of completion of a course on the line provided as well as proposed completion dates:  
I. PROFESSIONAL EDUCATION (core courses)**

<b>Completed</b>	<b>Course Title</b>	<b>Prerequisite</b>
_____	LIT 528 Language and Literacy Development	none
_____	LIT 540 Current Issues in Assessment and Instruction, B-6	none
_____	LIT 550 Current Issues in Assessment and Instruction, Gr. 5-12	none
_____	LIT 560 Children’s Literature	none
_____	LIT 570 Young Adult Literature	none
_____	LIT 630 Literacy and Society	none
_____	LIT 610 Literacy History and Research	none
_____	LIT 669 Literacy Teacher, Literacy Program	LIT 528, 540, 550
_____	LIT 682, LIT 683 & LIT 684 Assessment & Instruction of Learners Experiencing Difficulties B-6 & Gr. 5-12	
_____	LIT 693 Practicum	LIT 682

(You must work with students for both levels; inform your instructor you are getting both certifications)

**II. ELECTIVES (3 semester hours - 1 course)**

- \_\_\_\_\_ AAS 581
- \_\_\_\_\_ WST 552
- \_\_\_\_\_ SPE 510

**III. CULMINATING ACTIVITY - Taken after all required courses completed**

\_\_\_\_\_ LIT 698 Literacy Professional Portfolio Project

**IV. REQUIRED WORKSHOPS (indicate date of completion)**

\_\_\_\_\_ Child Abuse \_\_\_\_\_ SAVE

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Cortland Representative \_\_\_\_\_ Date \_\_\_\_\_



## Appendix D

<b>Contact Information</b>		
<b>Department</b>	<b>Location/Phone</b>	<b>Types of Questions</b>
<b>Advisor</b>	Check your MyRedDragon account for the name and number of your advisor	Scheduling information
<b>Career Services</b>	(607) 753-4715 Fax: (607) 753-2937 <a href="http://www2.cortland.edu/offices/career-services/">http://www2.cortland.edu/offices/career-services/</a> Van Hoesen Hall, Room B-5	Teacher certification requirements
<b>Center for Educational Exchange</b>	(607) 753-4704 Fax: (607) 753-4212 <a href="http://www2.cortland.edu/cee/">http://www2.cortland.edu/cee/</a> 1314 Cornish	CAR and SAVE workshops
<b>Financial Aid Office</b>	(607) 753-4711 Fax: (607) 753-5990 <a href="http://www2.cortland.edu/cost-aid/financial-aid/index.dot">http://www2.cortland.edu/cost-aid/financial-aid/index.dot</a> Miller Building, Room 205	Loan and grant information
<b>Literacy Department</b>	Ellen Jampole, Graduate Coordinator William Buxton, Department Chair Pat Alter, Secretary (607) 753-2705 Fax: (607)758-5006 <a href="mailto:pat.alter@cortland.edu">pat.alter@cortland.edu</a> 1303 Cornish Hall	Application requirements
<b>Mohawk Valley Graduate Center</b>	Mary Franco, Graduate Office Staff Person (315) 792-7828 Fax: (315) 792-7303 Mary Franco C/O SUNY IT Donovan Hall 1223 POB 3050 Utica NY 13504	Questions specific to the Mohawk Valley site
<b>New York State Education Department</b>	<a href="http://www.nysed.gov/">http://www.nysed.gov/</a> State Education Department Education Building Albany, NY 12234	State certification
<b>Registrar</b>	(607) 753-4702 Fax: (607) 753-2959 <a href="http://www2.cortland.edu/offices/registrars-office/index.dot">http://www2.cortland.edu/offices/registrars-office/index.dot</a> Miller Building, Room 223	Transcripts
<b>Student Accounts/ Bursar</b>	(607) 753-2313 Fax: (607) 753-5592 <a href="http://www2.cortland.edu/cost-aid/student-accounts-office/">http://www2.cortland.edu/cost-aid/student-accounts-office/</a> Miller Building, Room 323	Payments, refunds

## Appendix E

**Checklist of Requirements**  
**LED B-6 \_\_\_ or LED 5-12 \_\_\_**  
**Date \_\_\_\_\_**

<b>Date Completed</b>	<b>Task</b>	<b>Additional Information</b>
	Make sure you have electronic access or a hard copy of the current <b>Graduate Catalog, this advisement manual, and the current course schedule</b> . All are available at <a href="http://www2.cortland.edu/home/">http://www2.cortland.edu/home/</a>	
	<b>Apply for admission</b> into the program of your choice. (LED B-6 or LED 5-12).	
	Upon acceptance into the program, <b>create a degree plan</b> . Work with your advisor on the degree plan.	
	Complete a <b>Request for Acceptance of Graduate Credit Completed at Other Institutions</b> form for credits you would like to transfer into your program. (Maximum is 6)	
	<b>Enroll for courses</b> . Use your degree plan to ensure that you are enrolling in the appropriate courses in the appropriate order each semester. If you have questions, contact your advisor.	
	If you are <b>conditionally accepted</b> into the program, make sure you <b>complete all necessary requirements</b> by the timeframe listed on your acceptance letter.	
	File an <b>Application for Candidacy</b> form. Once you are accepted into the program and have completed 6 hours of study, you must file for candidacy. See the Academic Policies section of the Graduate Catalog for additional information.	
	File an <b>Application for Graduation form and, forms for certification</b> . Forms are available on MyRedDragon. Additional information including associated fees and deadlines can be found in the Graduate Catalog.	
	Be aware that <b>policies and procedures may change</b> throughout the course of your study at SUNY Cortland. To ensure that you are meeting all necessary requirements, make sure you consult the updated Graduate Catalog each year and contact your advisor should you have any questions.	