

# ALTERNATIVE MASTER'S DEGREE PROGRAMS

## Advising Checklist – Dept. of Curriculum & Teaching

Student \_\_\_\_\_

Advisor \_\_\_\_\_

\_\_\_ Admitted to Classification MST or GPR/MST Date \_\_\_\_\_

\_\_\_ Become familiar with requirements/procedures for degree program as published in the Bulletin<sup>1</sup> Date \_\_\_\_\_

\_\_\_ Advisor appointed Date \_\_\_\_\_

\_\_\_ Advisory committee appointed Date \_\_\_\_\_

\_\_\_ Submitted Plan of Study<sup>2</sup> Date \_\_\_\_\_

\_\_\_ Completed pre-teaching experience (if required by program area/major)<sup>3,4</sup> Date \_\_\_\_\_

\_\_\_ Registered for and passed the Alabama Prospective Teacher's Testing Program<sup>5</sup> (includes Basic Skills Assessments and Praxis II Subject Assessments) Date \_\_\_\_\_

\_\_\_ Applied for internship (two semesters in advance)<sup>4</sup> Date \_\_\_\_\_

\_\_\_ Submitted revised Plan of Study to Graduate School (if necessary)<sup>6</sup> Date \_\_\_\_\_

\_\_\_ **Requested graduation check at Graduate School<sup>7</sup>** (semester prior to graduation) Date \_\_\_\_\_

\_\_\_ Passed final examinations<sup>8</sup> Date \_\_\_\_\_

\_\_\_ Written Examination Date \_\_\_\_\_

\_\_\_ Oral Examination (if required) Date \_\_\_\_\_

\_\_\_ Form 8 (report of comprehensive exam results) submitted to the Graduate School<sup>9</sup> Date \_\_\_\_\_

\_\_\_ Submitted internship exit portfolio Date \_\_\_\_\_

\_\_\_ Applied for teaching certificate<sup>10</sup> Date \_\_\_\_\_

<sup>1</sup> Students are responsible for complying with all degree requirements and procedures as published in the Bulletin. The Bulletin is available from the Graduate School and at [www.grad.auburn.edu](http://www.grad.auburn.edu).

<sup>2</sup> Students must submit their Plan of Study to the Graduate School **no later than the third semester in which they take courses and prior to the semester of expected graduation**. Enter Plan of Study online with GSPOST at [www.grad.auburn.edu](http://www.grad.auburn.edu).

<sup>3</sup> In most program areas, Alternative Master's students must arrange and complete a five-day period of observation and participation in a public school prior to their internship.

<sup>4</sup> Procedural information and forms available at [http://education.auburn.edu/coe\\_students](http://education.auburn.edu/coe_students) under "Forms and Handbooks" as well as at Professional Education Services.

<sup>5</sup> Registration deadlines and test administration information are available at <http://www.alsde.edu/html/apttp.asp>.

<sup>6</sup> Enter revisions online with GSPOST at [www.grad.auburn.edu](http://www.grad.auburn.edu).

<sup>7</sup> Students must initiate this check **the semester before they plan to graduate**. Graduation will be delayed unless the check is requested before the deadline. Submit online at GAAAP at [www.grad.auburn.edu](http://www.grad.auburn.edu).

<sup>8</sup> Master's degree students must complete all requirements in five (5) calendar years after admission to the programs. A written examination is required for certification and graduation. An oral examination may be required for non-thesis Master of Education students.

<sup>9</sup> Form available online at [www.grad.auburn.edu](http://www.grad.auburn.edu).

<sup>10</sup> Apply for certificate in Professional Education Services (Haley Center 3464).