

Student: _____ Advisor: _____

Graduation Checklist

B.S.E. in Secondary Education Business 9-12

General Education Requirements	Credit Hours	Semester Completed	Final Grade	Year of Transfer
Freshman Seminar ¹	0-1			
Fine Arts ²	3			
Bible	3			
English Comp I (C or higher required)	3			
English Comp II (C or higher required)	3			
Literature	3			
Intro to Speech (C or higher required)	3			
US History I or Intro to Govt ³	3			
US History II or Intro to Govt	3			
Biological Science ^{4 6}	4			
Physical or Earth Science ^{5 6}	3			
Mathematics ⁷ (C or higher required)	3			
PHE Activities ⁸	1			
PHE 212 First Aid & CPR	2			
PLS 131 MO Const. or MO High School	(1)			
<i>Total Gen Ed Hours Required 37-39</i>		<i>Cumulative GPA</i> _____		
Free Elective(s)				
Elective Course	3			
Elective Course	2-4			
Content Area Education Requirements				
<i>Content GPA Requirement 2.75 entrance in TEP and 3.0 to student teach</i>				
ACC 243 Principles of Financial Acc.	3			
ACC 263 Principles of Managerial Acc.	3			
BIS Comp/Emerging Tech	1			
BIS Comp/Emerging Tech	1			
BIS Comp/Emerging Tech	1			
BIS Comp/Emerging Tech	1			
BIS Comp/Emerging Tech	1			
BIS Comp/Emerging Tech	1			
BUS 303 Business Communications	3			
BUS 363 Business Law	3			
ECO 213 Macroeconomics	3			
ECO 223 Microeconomics	3			
MAN 243 Principles of Business Manag.	3			
MKT 313 Principles of Marketing	3			
Business Elective	3			
<i>Total Content Area Hours Required 33</i>		<i>Content GPA</i> _____		
Professional Education Requirements				
<i>Professional GPA Requirement 2.75 entrance in TEP and 3.0 to student teach</i>				
PSY 263 Child & Adolescent Psych	3			
EDU 100 Field Experience I ⁹	½			
EDU 200 Field Experience II ¹⁰	½			
EDU 203 Curriculum & Instruction	3			
EDU 213 Lit. for Diverse Learners	3			
EDU 223 Psychology of Learning	3			
Admittance in Teacher Education Program		Date: _____		
NOTE: Students MAY NOT enroll for 300-level or 400-level courses in this section until they have fulfilled all program admission requirements.				
EDU 301 Content Area Practicum ¹¹	1			
EDU 313 Psych & Ed of Excep. Child	3			
EDU 383 Edu. Tests & Measure.	3			
SED 336 Read & Write in Content Area	3			
SED 366 Impl. Voc. Bus. Ed. Programs	3			
SED 376 Coord. Coop. Ed. Programs	3			
SED 403 Classroom Management	3			
SED 423 Sec. Ed. Methods in Content	3			
Apply for Student Teaching		Due February 15th or September 15th		
EDU 479 Professional Semester	12			
<i>Total Prof. Education Hours Required 47</i>		<i>Prof. GPA</i> _____		

Catalog Year: _____
Target Graduation Date: _____

Gen. Ed. Req.	37-39 hours
Content Area Req.	33 hours
Prof. Ed. Req.	47 hours
Elective(s)	5-7 hours
	124 hours

Student Initials _____ **University and Department Policies**

A maximum of 64 hours may be transferred from a community college. The last 32 hours must be taken in residence at HLGU.

The Teacher Education Program requires a grade of C or higher for all professional education and content area courses. Additionally, students must earn a grade of C or higher for the following Gen. Ed. courses: College Algebra, English Comp. I, English Comp. II, and Intro. to Speech.

GPA Requirements:

Cumulative GPA

2.5 entrance in TEP
2.75 to student teach

Content GPA

2.75 entrance in TEP
3.0 to student teach

Professional GPA

2.75 entrance in TEP
3.0 to student teach

Students MAY NOT enroll for 300-level or 400-level courses until they have fulfilled all program admission requirements. (includes documented passage of MoGEA)

Students must have a MO Content Assessment score on file to graduate.

¹ Required of all incoming full-time freshmen and transfer students with less than 24 hours.

² Requirement includes three areas: art, music, and theatre. For students seeking certification in art or music, the fine arts requirement is fulfilled by courses in their subject area certification requirements. ART 111, 112, 280, 340 will not satisfy the art requirement. THR 100, 103, 110 will satisfy the theatre requirements. Applied music will not satisfy the music requirement.

³ Students must take two of the following: HST 213, 223; PLS 113. Social Studies majors must take all three.

⁴ Must be biology or botany with lab. Students seeking certification in physical education must take BIO 105 (General Biology).

⁵ Must be a course chosen from one of the following course offering areas: chemistry, physics, or physical science.

⁶ Lab Requirement: One of the science classes must have an accompanying lab.

⁷ MTH 143 (College Algebra) or higher level, excluding MTH 163 (Structure of the Real Number System). A mathematics placement exam is required for all who do not have College Algebra credit.

⁸ Students may select from the following acceptable activity courses: one-hour courses at the PHE 100-level, any varsity or junior varsity sport, and PHE 219 (Lifeguarding). (REC courses do not fulfill this requirement).

⁹ Co-requisite with EDU 223

¹⁰ Co-requisite with EDU 203

¹¹ Co-requisite with SED 423.

Student Signature: _____

Advisor Signature: _____

Date: _____