

College of Education – EFL – **MASTERS Teaching and Training Technical Professionals
Program Course Distribution (PCD) = Program Plan
WITH a BS – 30 Credits**

Name		Student ID#	
Address		Email Address	@zipt.uakron.edu
		Phone #	

Advising Checklist

	Plan courses to be taken semester-by-semester by using the cyclical schedule (<i>Complete during first semester of course work</i>)
	Apply to have any transfer credits transferred (<i>Complete after 12 credits</i>)
	Fill out Advancement to Candidacy Form (<i>May 1 for Fall; Sept. 1 for Spring; Feb. 1 for Summer</i>)
	Fill out Application to Graduate Form (<i>May 1 for Fall; Sept. 1 for Spring; Feb. 1 for Summer</i>)

Deadline for degree completion is 6 years minus 1 semester for from 1st class taken = _____

I HAVE READ THE ABOVE ADVISING CHECK-LIST AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MEET THE STATED DEADLINES. I UNDERSTAND THAT FAILURE TO MEET THE DEADLINES MAY DELAY MY GRADUATION. Typing in your name below with a date certifies your signature. Email this document to your advisor. Be sure to fill in all the tentative dates you plan to take the courses using the cyclical schedule (which is tentative). The advisor will send you back a signed document.

Signature of the student: _____ Date: _____

Signature of the advisor: _____ Date: _____

W	Course – Summer Session (SS); Fall (F); Spring (S) Tentative Offering of Courses	Sem. Year to be taken (e.g., F11)	Grade
	Foundations (9)		
	*Contact Advisor for waive/sub - 5400:580 (3) Diversity of Postsecondary Learners (SS)		
	5100:604 (3) Cultural Foundations of Education (F, S, SS)		
	5100:640 (3) Techniques of Research (F, S, SS)		
	Professional Technical Education (21)		
	5400:600 (3) The Two Year College (SS)		
	5400:660 (3) Postsecondary Distance Learning (S)		
	5150:639 (3) Strategies for Online Learning (F, S, SS)		
	5400:620 (3) Postsecondary Teacher Leadership (SS)		
	5400:605 (3) Advanced System Design: Needs Assessment & Evaluation (S)		
	5400:698 or 699 (6) Master’s Problem or Master’s Thesis (F, S, SS) – Usually you will be doing a project. Think about a problem and perhaps where you could solve this problem and do your project. Be thinking and researching areas you are interested in all through your program. Contact your advisor the year before you plan to graduate. This will be at least over a two semester period of time with a lot of forethought on your part. For Theses, start looking at the format of dissertations/thesis and projects/problems. Answer what is in each section and needed to be successful? (e.g., APA formatting, content in each section of dissertations/thesis, get examples and start analyzing what others have done, think of your topic of interest, what could your research question be, etc. etc.). Do not wait on your research; although these will be your last 6 credits, think ahead or this could delay your graduation. Do not come in “cold” for these 6 credits. Before you sign up for these credits talk with your advisor.		
	Total Credits = 30		

Yellow: Try to take these first (make a matrix for yourself to indicate which class you plan to take which semester/year).

Gray: Try to fit these in when offered (try to take these near the end; but remember they are only offered 1/year)

Green: The last two courses taken (plan ahead.....with one year left contact your advisor, be prepared)

****Some classes are only offered 1 semester/year even though above it lists 2 semesters: depends on availability.**

*****Any changes in this PCD must be approved by the advisor in writing.**