

## Sample Four Year Plan for Metro College - B.S. Elementary Education (Individualized) Elementary Certification Only (P-5)

**Red Tables Contain Course Requirements**

**Blue Tables Contain Program Compliance Requirements**

*Disclaimer: This sample academic calendar is intended to serve as a general example for Metro College students pursuing the Elementary Education pathway who begin their program in the **Fall semester**. It outlines a potential course sequence, including summer enrollment, and is not a personalized academic plan.*

*If you are entering the Elementary Education pathway **in a semester other than fall or not during your first semester of college**, your academic plan may differ. To ensure you are following the correct course sequence for your individual circumstances, please consult with your **academic advisor** and **Metro College counselor** to develop a personalized academic calendar that aligns with your enrollment timeline and degree requirements.*

### Freshman Year - Pre-Professional Phase of Program

Freshman Fall (Start) - Course Requirements	Cr.	Freshman Spring – Course requirements	Cr.
ENGL 101: Introduction to College Writing (WC)	3	ENGL 102: Intern. College Writing Gen Ed (WC)	3
Quantitative Reasoning Gen Ed (QR)	3	MATH 151: Math Elementary Education I***	3
Arts & Humanities/Perspective 2 (AHP2**)	3	EDTP 201: The Teaching Profession (SB)	3
EDTP 101: First-Year Experience	1	Physical Science Gen Ed (S*) – ENVS 200	3
		Physical Science Gen Ed Lab (SL*) – ENVS 218	1
<b>Total Semester Credit Hours</b>	<b>10</b>	<b>Total Semester Credit Hours</b>	<b>13</b>

Freshman Fall (Start) - Program Compliance Requirements	Freshman Spring – Program Compliance Requirements
<input type="checkbox"/> Student Signs Fall Agreement (Ideally signed in Summer prior to freshman fall)	<input type="checkbox"/> Begin PRAXIS Exam Prep if applicable
<input type="checkbox"/> <b>CAPP Requirement</b> – Complete STP Module	<input type="checkbox"/> Advising & Enrollment for Summer & Fall during priority registration
<input type="checkbox"/> Attend Education Pathway Fall Info Session & Submit <a href="#">MC Education Pathway Enrollment form</a>	<input type="checkbox"/> Take first PRAXIS attempt
<input type="checkbox"/> Advising & Enroll in Spring semester during priority registration	<input type="checkbox"/> Student Signs Summer Agreement by priority deadline
<input type="checkbox"/> Student Signs Spring Agreement by priority deadline	

## Freshman Year: Fall & Spring Semester

### *Program Compliance Requirements - Fall*

- Work third shift at UPS and sign Fall MC Agreement (Ideally signed in Summer prior to freshman fall)
- CAPP Requirement – Complete STP Module in [MyMC page](#)
- Attend Education Pathway Fall Info Session & [Submit MC Education Pathway Enrollment form](#)
- Complete advising appointment with advisor (if applicable) & register for Spring semester during priority registration
- Student Signs Spring Agreement by priority deadline (December 15<sup>th</sup>)

## Freshman Year: Fall & Spring Semester

### *Program Compliance Requirements - Spring*

- Begin PRAXIS Exam Prep if applicable: Needed ACT Scores for Upper Division Admission: **Composite (22) or Reading (20), English (18), and Math (19) OR Combination of ACT and CASE minimum scores: Minimum Cumulative GPA of 3.0 within 5 points of one or more of the minimum PRAXIS CASE scores**
- Advising & Enrollment for Summer & Fall during priority registration
- Take first PRAXIS attempt to achieve the required minimum scores for PRAXIS I Core Academic Skills for Educators (CASE) Scores: Reading (156), Writing (162), and Mathematics (150).
- Student Signs Summer Agreement by priority deadline

<b>Freshman Summer – Course Requirements</b>		<b>Cr.</b>
EDTP 245: Children’s Literature (AHP1)* May need to be moved to Sophomore Fall based on availability		3
Biological Science Gen Ed (S*) – BIOL 102		3
Oral Communication Gen Ed (OC) - COMM 111 or COMM 115		3
General Elective		2-3
<b>Total Semester Credit Hours</b>		<b>11-12</b>

<b>Freshman Summer – Program Compliance Requirements</b>	
<input type="checkbox"/>	Take 2 <sup>nd</sup> PRAXIS Exam attempt if needed
<input type="checkbox"/>	Schedule appointment with Writing Center for essay support with Upper Division Application requirements
<input type="checkbox"/>	<b>CAPP Requirement</b> – Resume Review for Upper Division Application
<input type="checkbox"/>	Confirm Three References for Upper Division Application
<input type="checkbox"/>	Student Signs Fall Agreement by priority deadline

## Freshman Year: Summer Semester

### *Program Compliance Requirements*

- Work third shift at UPS and sign Fall MC Agreement
- If needed, take second PRAXIS Exam to achieve required minimum scores for PRAXIS I Core Academic Skills for Educators (CASE) Scores: Reading (156), Writing (162), and Mathematics (150).
- Schedule and attend appointment with UofL writing center for essay support for Upper Division Application requirements
- Complete 30 Credit Hour Resume CAPP Requirement; Customize resume for Upper Division Application
- Confirm three references for Upper Division Application. (1) Faculty Reference (2) Professional/Community Reference *or* Second Faculty Reference and (3) Work with Children Reference

## Sophomore Year - Early Professional Phase of Program – Admission to Teacher Education Required (Apply Sophomore Fall)

Sophomore Fall – Course Requirements	Cr.	Sophomore Spring – Course Requirements	Cr.
EDTP 107: Human Development & Learning	3	EDTP 215: The Art of Instruction	3
MATH 152: Math for Elem Ed II	3	EDTP 279: Practicum 2	1
EDTP 249: Practicum 1	1	EDTP 311: Introduction to Language Arts	3
EDTP 306: Public Schools in America	3	EDTP 328: Building Learning Communities	3
		Elective (Advisor Approved)	3
<b>Total Semester Credit Hours</b>	<b>10</b>	<b>Total Semester Credit Hours</b>	<b>13</b>

Sophomore Fall – Program Compliance Requirements (UPS Employment)	Sophomore Spring – Program Compliance Requirements (UPS Employment)
<input type="checkbox"/> Student Submits Upper Division Application by September 15 <sup>th</sup> deadline	<input type="checkbox"/> Advising & Enrollment for Summer & Fall Classes during priority registration
<input type="checkbox"/> Advising & Enrollment for Spring during priority registration	<input type="checkbox"/> Student Signs Summer Agreement by priority deadline
<input type="checkbox"/> Student Signs Spring Agreement by priority deadline	

### Sophomore Year: Fall Semester

#### *Program Compliance Requirements*

- Work third shift at UPS
- **Student Submits Upper Division Application by September 15th deadline**
  - Please review the online application materials for further information about admission requirements under the “How to Apply” tab at: [CEHD: Educator Preparation Program](#)
- Advising & Enrollment for Spring during priority registration
- Student Signs Spring Agreement by priority deadline

### Sophomore Year: Spring Semester

#### *Program Compliance Requirements*

- Work third shift at UPS
- Advising & Enrollment for Summer & Fall Classes during priority registration
- Student Signs Summer Agreement by priority deadline

Sophomore Summer – Course Requirements	Cr.
Social & Behavioral/Historical Gen Ed (SBH)	3
Elective (Advisor Approved)	3
Elective (Advisor Approved)	3
<b>Total Semester Credit Hours</b>	<b>9</b>

Sophomore Summer – Program Compliance Requirements (UPS Employment)
<input type="checkbox"/> Student Signs Fall Agreement by priority deadline

## Sophomore Year: Summer Semester

### Program Compliance Requirements

- Work third shift at UPS and sign Fall MC Agreement

## Junior Year - Professional Phase of Program

Junior Fall – Course Requirements	Cr.	Junior Spring – Course Requirements	Cr.
EDTP 324: Science Methods	3	EDSP 518: Structured Literacy for Diverse Learners	3
EDTP 322: Social Studies Methods	3	EDTP 313: Math Methods 1	3
EDTP 339: Practicum 3	1	EDTP 389: Practicum 4	2
EDSP 345: Special Populations in Schools	3	Elective (Advisor Approved)	3
<b>Total Semester Credit Hours</b>	<b>10</b>	<b>Total Semester Credit Hours</b>	<b>11</b>

Junior Fall – Program Compliance Requirements (UPS Employment)	Junior Spring – Program Compliance Requirements (UPS Employment)
<input type="checkbox"/> <b>CAPP Requirement</b> - Create LinkedIn Profile & make 5 education related connections	<input type="checkbox"/> Attend Option 9 Info Session with CEHD
<input type="checkbox"/> <b>CAPP Requirement</b> - Attend Mock Interview Session in Preparation for Option 9	<input type="checkbox"/> Advising & Enrollment for Summer & Fall by priority deadlines
<input type="checkbox"/> Advising & Enroll in Spring semester by priority deadline	<input type="checkbox"/> Student Signs Summer Agreement by priority deadline
<input type="checkbox"/> Student Signs Spring Agreement by priority deadline	

Junior Summer – Course Requirements	Cr.
EDSP 260: Classroom Behavior Management	3
Elective (Advisor Approved)	3
Elective (Advisor Approved)	3
<b>Total Semester Credit Hours</b>	<b>9</b>

Junior Summer – Program Compliance Requirements (UPS Employment)
<input type="checkbox"/> Student Signs Fall Agreement by priority deadline
<input type="checkbox"/> Complete Health Insurance Options Module for Option 9 Semester

## Senior Year – Professional Phase of Program

Senior Fall – Course Requirements	Cr.	Senior Spring – Course Requirements	Cr.
EDTP 320: Language Arts Methods	3	EDTP 450: Student Teaching I Elementary	6
EDTP 333: Math Methods 2	3	EDTP 452: Student Teaching II Elementary	6
EDTP 399: Music, Art and Motion	3	EDTP 477: Capstone Seminar - CUE	1-3
EDTP 449: Practicum 5	2		

<b>Total Semester Credit Hours</b>	<b>11</b>	<b>Total Semester Credit Hours</b>	<b>13</b>

Senior Fall - Program Compliance Requirements (UPS Employment)	Senior Spring – Program Compliance Requirements (JCPS Employment)
<input type="checkbox"/> Advising & Enroll in Spring semester during priority registration	<input type="checkbox"/> Begin Option 9 Student Teaching Semester - Work as an Instructional Assistant at JCPS full-time to earn 12 credit hours of student teaching.
<input type="checkbox"/> Complete <a href="#">MC Graduation Survey</a>	<input type="checkbox"/> Pay UofL tuition and fees by payment deadline.
<input type="checkbox"/> Meet Fall Work Commitment Date of Dec 31 <sup>st</sup> before ending UPS employment	<input type="checkbox"/> Complete <a href="#">Program Evaluation Survey</a> in MC office
<input type="checkbox"/> Update personal budget to cover Option 9 semester tuition fees and cover monthly expenses with new JCPS salary.	<input type="checkbox"/> Pick up MC Graduation Cord
<input type="checkbox"/> (Optional) Meet with CCU and/or Financial Aid Office for guidance & support	

### Senior Year: Fall Semester

#### *Program Compliance Requirements*

- Work third shift at UPS
- Advising & Enroll in Spring semester during priority registration
- Complete [MC Graduation Survey](#)
- Meet Fall Work Commitment Date of Dec 31<sup>st</sup> before ending UPS employment.
  - *If the work commitment date falls on a weekend or a day the employee is not regularly scheduled to work, the employee is still required to work their next scheduled workday after that date.*
- Update personal budget to cover Option 9 semester tuition fees and cover monthly expenses with new JCPS salary.
- (Optional) Meet with CCU and/or Financial Aid Office for guidance & support

### Senior Year: Spring Semester

#### *Program Compliance Requirements*

- Begin Option 9 Student Teaching Semester - Work as an Instructional Assistant at JCPS full-time to earn 12 credit hours of student teaching.
- Pay UofL tuition and fees by payment deadline.
- Complete [Program Evaluation Survey](#) in MC office
- Pick up MC Graduation Cord

## Questions?

Do you have specific questions and don't know who to contact? Meet the Ed Pathway Team below:

- **Ashley Batliner**, *MC Student Success Counselor*: [ashley.batliner@louisville.edu](mailto:ashley.batliner@louisville.edu) - Can answer questions related to Metro College program benefits and requirements
- **Justin Crenshaw**, *Option 9 Program Coordinator*: [justin.crenshaw@louisville.edu](mailto:justin.crenshaw@louisville.edu) - Can answer Option 9 related questions
- **Keonna Gibbs**, *Academic Advisor*: [keonna.gibbs@louisville.edu](mailto:keonna.gibbs@louisville.edu) - Can answer academic related questions and help with course scheduling for students in Elementary Only (INDV) and IECE tracks.
- **Ty Constante**, *Academic Advisor*: [shane.constante@louisville.edu](mailto:shane.constante@louisville.edu) - Can answer academic related questions and help with course scheduling for students in LBD and MSD tracks
- **Sara Heun**, *High Volume Talent Acquisition Analyst*: [saraheun@ups.com](mailto:saraheun@ups.com) - Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.
- **Kristi Lauder**, *Talent Acquisition Supervisor*: [klauder@ups.com](mailto:klauder@ups.com) - Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.

## Bachelor of Science (B.S.) in Elementary Education

Admission decisions will be made by the professional judgment of the screening committee, which includes faculty and professional academic advisors. Preference will be given to applicants who have strong academic records as well as positive experiences, abilities, and attitudes that support the potential for success in the program. In addition, preference will be given to applicants who have completed the required prerequisite courses.

- **Application Deadlines for Admission to the Professional Program:**
  - **February 1<sup>st</sup>** for fall admission
  - **September 15<sup>th</sup>** for spring admission
- **Academic Requirements for Admission to the Professional Program:**
  - Minimum of 45 degree-applicable credit hours is required for admission to the professional program (can include in-progress courses during semester applying)
  - Minimum of **2.75** overall grade point average OR a 3.0 grade point average in last 30 hours (State of Kentucky mandated requirement)
  - “**C**” or better in ENG 102 and a Speech Communication course
  - Completion of all EDTP and EDSP courses with no grade lower than a B-
- **Admission Testing Requirements (One of the Following Mandated by Kentucky):**
  - *PRAXIS I Core Academic Skills for Educators (CASE) Scores: **Reading (156), Writing (162), and Mathematics (150).***
  - *ACT Scores: **Composite (22) or Reading (20), English (18), and Math (19)\****
  - Combination of ACT and CASE minimum scores
  - Minimum Cumulative GPA of 3.0 within 5 points of one or more of the minimum PRAXIS CASE scores
  - Click [here](#) for additional information on the exam
- **Three letters of recommendation:**

- Faculty Reference
- Professional/Community Reference *or* Second Faculty Reference
- Work with Children Reference
  
- **Resume and Professional Writing Requirements:**
  - Resume template posted on the website highlighting relevant experience and skills
  - Two short essays posted on the website regarding dispositional qualities for candidates

**In addition to the above requirements, it is recommended that students have:**

- No lower than a grade of “C” in Natural Science and History (HIST 104 or 105 recommended) courses.
- For certification purposes, Elementary Education majors must have one Biological Science and one Physical Science.
- BIOL 102 is *recommended* for Biological Science
- ENVS 200 and ENVS 218 *recommended* for Physical Science and Lab
- Must have one D1 Gen Ed (U.S. Diversity) and one D2 Gen Ed (Global Diversity)
- MATH 151 and MATH 152 must be taken before EDTP 313 (Math Methods I) and require a grade of C or better.

For further information on academic program overview and CEHD requirements see [CEHD Academic Program Description](#)

Please review the online application materials for further information about admission requirements under the “How to Apply” tab at: [CEHD: Educator Preparation Program](#)

## Metropolitan College Student Services & CAPP requirements

The Career and Academic Program Plan (CAPP) is required for all MC students. CAPP helps prepare you to be successful both in your academic career and beyond as you prepare for and enter the workforce. As MC Students in the Elementary Education Pathway, the below CAPP requirements are tailored to assist students in meeting the academic requirements listed above for both admittance into the upper division of the program and beyond in their professional careers.

- **Freshman Year - Pre-Professional Phase of Program**

- **CAPP Requirement** - Complete STP Module in [MyMC page](#)
- **Requirement** - Attend Education Pathway Fall Info module & Submit [MC Education Pathway Enrollment form](#)
- Complete REACH appointment (with a focus on PRAXIS prep if applicable)
- Begin PRAXIS Prep and take first practice EXAM (if applicable)

*(Summer between Freshman and Sophomore year)*

- Schedule appointment with Writing Center
- **CAPP Requirement** - Complete Resume Appointment with MC Counselor Student Submits Upper Division

- **Sophomore Year - Early Professional Phase of Program**

- Student Submits Upper Division Application by **September 15th** deadline

- **Junior Year - Professional Phase of Program**

- **CAPP Requirement** - Create LinkedIn Profile & make 5 education related connections
- **CAPP Requirement** - Attend Mock Interview Session in Preparation for Option 9
- Attend Option 9 Info Session with CEHD

*(Summer between Junior and Senior year)*

- Complete Health Insurance Options Module for Option 9 Semester

- **Senior Year – Professional Phase of Program**

- Complete [MC Graduation Survey](#)
- Pick up MC Graduation Cord & [Complete Program Evaluation Survey](#) in MC office