

Mansfield University
School Library & Information Technologies

STUDENT ONLINE HANDBOOK

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Welcome to the Online Student Handbook for students of Mansfield University's Master of Education in School Library and Information Technologies Program. The information in this handbook should help you understand the rules, regulations and guiding principles that support our program. If you have any suggestions to improve this handbook, please contact Cindy Keller, Program Director, at ckeller@mansfield.edu or 717-816-6995.

PROGRAM PHILOSOPHY

Mansfield's School Library and Information Technologies online program is based on the philosophy that students are responsible for their own learning experience, while instructors serve as facilitators in the learning process. Students are expected to explore, experiment, reflect, and seek out effective learning experiences. In addition, students must acquire the technical skills needed to be effective online learners and educational leaders in the modern information age.

MISSION STATEMENT

The mission of the School Library & Information Technologies graduate program is to empower school library media specialists with the skills and knowledge to assume an essential role in their schools as leaders, instructional partners, information specialists, teachers, and program administrators of library and information services. The program supports fully the university's [Creed](#), which emphasizes Character, Scholarship, Culture, and Service.

GOALS OF THE PROGRAM

The School Library & Information Technologies Master's degree program will:

- Prepare skilled and knowledgeable school library media specialists based on the national school library guidelines, *Empowering Learners: Guidelines for School Library Media Programs*.
- Offer a transformative, personal learning experience facilitated by successful practitioners who apply best practices from contemporary educational theory within a highly practical, problem-solving environment.
- Enhance learning with interactive technologies for all students, regardless of physical location in an online, web-based environment.

1. BEFORE STARTING

A. Homepage

Please bookmark our homepage. This page provides links to all essential resources and services of the School Library program. The URL is <http://library.mansfield.edu/>.

B. Computer Requirements - Hardware/Software

The link to information about hardware and software is:

<http://library.mansfield.edu/hardware.asp>

Students are responsible for making sure that the equipment they use is appropriate for use in this program. For hardware questions, contact Larry Schankman, Technical Coordinator, at lschankm@mansfield.edu, 570-662-1094 (Home Office) or 570-404-4695 (Cell).

To assure compatibility, **students are required to use Microsoft Office** for assignments that require word processing (Word), spreadsheets (Excel), **Publisher**, or presentations (PowerPoint). Instructors are not obliged to accept assignments submitted in other formats (e.g. Word Perfect, Microsoft Works, OpenOffice, StarOffice, etc.). We also strongly urge students to buy and keep updated anti-virus and anti-spyware software, since you will share many files.

C. Retrieving Account Information

To retrieve logins and passwords for your various MU accounts, visit the website at <https://info.mansfield.edu/myaccount> (note the **https** prefix denoting a secure server address). Login using your 7 digit student ID number (include the leading zero), the last 4 digits of your social security number, and your year of birth. This site will provide you with login information for your email, course software (Blackboard) and registration system (WebAdvisor) accounts.

D. Blackboard Tutorial

It is extremely important that new students complete the Blackboard tutorial to help them prepare for their course work using this web-based course management system. To access the tutorial, click on the link from the Portal Page or browse to:

<http://library.mansfield.edu/tutorial/start.asp>

E. Technical Support

If you have a technical problem, first check the Frequently Asked Questions on the SL&IT Help page (<http://library.mansfield.edu/help.asp>). If you still have a question about the course software (Blackboard), contact the vendor's toll-free Help Desk (866-766-5969). For email questions call the MU Help Desk at 570-662-4357 or send an e-mail to helpline@mansfield.edu. For other technical issues you may contact Larry Schankman, via his cell phone (570-404-4695), or by clicking the [Ask Us](#) button on every SL&IT web page.

F. Mansfield E-Mail

For official correspondence with your instructor and the university, **students are required to use an official Mansfield University e-mail address**. To obtain your email address and login information be sure to see the site listed in [Section C](#) above. To access MU's web-based **Mounties** mail system (hosted by Microsoft) select Email (Students) from any SL&IT web page, under the **Resources** menu, or bookmark the direct URL:

<http://www.hotmail.com/> (or <http://mail.live.com/>)

For more information see our [Help page](#).

G. Accreditation

Mansfield University's **Master in Education** with a concentration in School Library & Information Technologies has been certified by the Pennsylvania Department of Education. The

Middle States Commission on Higher Education and the National Council for Accreditation of Teacher Education (NCATE) have also accredited our program.

Students may either seek certification by the state of Pennsylvania as a School Library Media Specialists or by their own state, via reciprocity. **Non-Pennsylvania** students may wish to obtain certification through their own state department of education. It is the responsibility of out of state students to contact their state department of education to determine specific requirements. For additional information on accreditation for both PA and out-of-state students see our web page at <http://library.mansfield.edu/reciprocity.asp>.

Our program leads to a Master in Education, not Library Science. For that reason, and because we only prepare school library media specialists, the program is not accredited by the American Library Association (ALA). The benefit to students is that we are free to focus exclusively on students becoming excellent and effective school librarians.

H. Registering for Courses

Current students register themselves via [WebAdvisor](#), MU's online student data system. Advisers register new and returning students who do not have an active account. To login to WebAdvisor use your MU email name as the ID (e.g. jonesm) and the password provided by the My Account page (see [section 1C](#) above).

As of March 2008 we follow a "gate" system, in which students register according to completed credits. The first week of registration is open to students with 18 or more credits, followed by students with 9 or more credits the following week. All others register in the third week. Prior to registration you will receive frequent announcements with information on available courses. The SL&IT newsletter and homepage also provide course information and schedules.

Since seats fill up quickly we encourage you to register as soon as your gate opens. If you cannot register by the deadline contact your adviser, who will help you register if space is available. You will need adviser permission to register for more than two classes. Students approved for three or more classes generally work less than full time or have special circumstances. The average student spends 6-10 hours per week on each course. You should also budget time for personal commitments and work schedules before registering for more than one class.

Spring and Fall Semesters

The Fall and Spring semesters are 15 weeks long. The Fall semester usually begins during the last week in August and the Spring semester begins in the middle of January.

Summer Session

Due to the intensive work load, summer students may only register for up to 12 credits without a petition signed by your adviser. Classes are 12 weeks long and begin in the third week of May. Since summer courses are billed by the number of credits, full-time status option is not available. Students with extenuating circumstances for taking more than three courses during the summer must contact their adviser, who may or may not grant permission.

I. Textbooks

If you would like to see a list of course materials you may view our [Required Textbooks](#) page or an abbreviated syllabus on our Courses page (<http://library.mansfield.edu/courses.asp>). To view the syllabus click the **Show Details** button on the Courses page. The syllabi and Textbook list are all in Adobe Acrobat (PDF) format and are updated each semester, though keep in mind that your instructor may make last minute changes. All textbooks are available via the MU Bookstore at <http://www.mansfieldbookstore.com>. Expect at least 4-5 days to receive your textbooks. If you experience problems with your order contact Mrs. Donna Casselberry, Bookstore Manager, at dcasselb@mansfield.edu (570-662-4921).

J. Academic Calendar

The Academic Calendar provides very helpful information about important dates. It indicates when classes start, when classes can be added or dropped, and the deadline for withdrawing from classes. At the beginning of each semester you should print out a copy of the semester calendar for easy reference. Access the Academic Calendar from any SL&IT web page (MU Resources), or go directly to: <http://ical.mnsfld.edu:8080/academic/cal/>.

2. GETTING STARTED

A. Student Advisers

The School Library program has three advisers. Deb Kachel (dkachel@mansfield.edu) advises all scholarship recipients; Cindy Keller (ckeller@mansfield.edu), SL&IT Program Director, advises students preparing for the variable 1 or 3 credit culminating course, School Library Practicum, and also answers questions regarding certification, reciprocity, and Praxis; and Larry Schankman (lschankm@mansfield.edu) advises all remaining students.

All students who miss the deadline to register through WebAdvisor, and students who have been inactive for a semester or longer, must ask their adviser to request enrollment. Feel free to contact your adviser for guidance or recommendations related to course work, or if you are experiencing any types of problems that may hinder progress in the program.

B. Courses and Instructors

For a list of courses and abstracts, click on the **Courses** link from the SL&IT homepage, or go directly to <http://library.mansfield.edu/courses.asp>. There is also a button beneath each abstract that links to a detailed syllabus for that course. For information about SL&IT instructors, see the brief faculty biographies at <http://library.mansfield.edu/faculty.asp>. From time to time, due to changes in personal commitments and availability, other instructors may be assigned to teach a particular course. In any event, the instructor assigned will be well qualified to teach the course.

While courses are listed in numeric order there is no prescribed sequence, with one exception. LSC 5565, School Library Practicum, is offered only in the fall and spring semesters and cannot be taken until you complete at least 21 credits. For further guidance see our **Recommended Course Path**, at: <http://library.mansfield.edu/coursepath.asp>.

C. Beginning a Course

The direct link to the Blackboard software that we use for our courseware is:

<http://blackboard.mansfield.edu/>

Students are advised not to printout courses from a previous semester. Faculty constantly update course content, change assignments, update URL's, and add or remove various reading assignments. If a student submits any assignment from a previous version of that course that has since been changed, s/he will receive a zero for that assignment. Work originally submitted by another student will constitute an act of academic dishonesty and may lead to serious consequences (see section 3E, [Academic Dishonesty](#)).

D. Online Courses and Student Responsibilities

Students must check their courses on a regular basis. **This is critical!** Instructors often place important information and changes in the announcement section that students need in order to complete their assignments successfully. If you do not check their courses regularly you may miss valuable introductory material or information that provides background, definitions, ground rules or news about required readings or assignments. We recommend logging into courses at least three times each week. Students have up to five years to complete the program.

E. Library Resources

MU's North Hall Library maintains a large collection of online resources. The first place to start is their home page, at: <http://lib.mansfield.edu/>. To search for books, journal subscriptions, and other library materials, follow their links to the online catalog, **PILOT**, or go directly to: <http://pilot.passhe.edu:8040/> (the number 8040 must be included). To access readings that your instructor has placed on electronic reserve (**e-reserves**), login to PILOT and click on the tab marked **Course Reserve**. If you have trouble accessing Pilot from a school, ask your network administrator to open port 8040 to the school firewall.

To access non-book resources, click the **Databases** button on any SL&IT web page (under the Library menu), or go directly to: <http://lib.mansfield.edu/db/slitdbs.cfm>. This menu links to specialized resources of interest to librarians and school media specialists. Please note that this page is different from the regular MU Library database page, since we have additional resources not available to other MU students. Make certain to use this link and not the library's database menu from their homepage.

The library provides phone and email reference support. Reference librarians will help you with databases and suggestions for effective search strategies. Call them, at 570-662-4671, or submit a question via their online form, at <http://lib.mansfield.edu/askref.cfm>.

3. PARTICIPATING IN A COURSE

A. Submitting Assignments

When submitting assignments, students must follow these procedures:

1. File names must be in the following format: Keller_1_1_storytelling_5505

(Name, Module, Assignment number, Brief Descriptor, Course Number—all connected by the underscore character)

2. Copies of *MLA Handbook for Writers of Research Papers* (7th edition) can be purchased from the Mansfield University [Book Store](#). Instructors reserve the right to maintain zero tolerance in accepting any other citation styles.
3. You are expected to submit assignments according to the course schedule. If you take a vacation you are still responsible for submitting work on time. If you cannot meet a deadline, it is your responsibility to request an extension from your instructor. If you submit an assignment late without permission, the instructor may apply a penalty to your grade.
4. You are expected to participate equally in group or partner activities. Begin projects early to give peers an opportunity to share their thoughts and comments. If an instructor finds that you have not participated fully or constructively, you will receive a deduction in grade.
5. Submit assignments according to the instructions given by your instructor. These could include using the Blackboard Gradebook, attaching files to an email, or attaching files in a Forum discussion. Points will be deducted if you do not follow instructions.
6. Save **ALL** assignments in electronic format for use in the culminating School Library Practicum course, LSC5565. During Practicum you will create an electronic portfolio representing significant work completed throughout the program. The examples you include in the portfolio will provide evidence that you have met all the ALA/AASL competencies for SLMS.

B. Grading

All instructors will apply the following grading system:

GRADE	PERCENT
A	100-95
A-	94-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67 *
D	66-63 *
D-	62-60 *

* Does not count toward graduation. Students must maintain a 3.0 QPA, which is a B, to graduate with a Master's Degree. Each instructor will inform their students about penalties for late submission of assignments.

Each instructor follows the grading scale indicated above. However, instructors may apply their own grading criteria for judging student work. Many assignments are accompanied by rubrics that clearly delineate the criteria that will be used to judge the final product. You should pay close attention to the criteria for each individual assignment. In addition, follow closely the schedules provided by the instructors that indicate when assignments are due.

You should check your grades frequently (click the **Course Tools** button in your Blackboard course then **My Grades**). If you suspect an error, contact your instructor immediately. This is especially important as the course nears the end of the semester. The final week of class is usually a very busy one and it is much easier for instructors to fix an incorrect grade before the final grades are submitted to the Registrar's Office.

To check on your accumulative grades or transcript access the Student Menu in [WebAdvisor](#). If you forget your WebAdvisor login or password, click on the link for Students from the WebAdvisor homepage (or follow the link in the line above) and find the User Account section. Next click the link that reads: **What's my password?** If you follow the instructions there, WebAdvisor will e-mail this information to your MU e-mail account.

C. Dropping and Adding Courses

Students who decide to drop a course should first check the university's academic calendar (<http://ical.mnsfld.edu:8080/academic/cal/>) to determine whether a drop will be accepted. The time window to drop a class is usually **six days** after the spring or fall semester has started, **five days** for a full-length summer class, and only **one day** for a 6-week summer session. During the time WebAdvisor is open for course adds/drops you can make the change yourself. WebAdvisor is available for course changes only during the registration period and after the semester begins. During all other times you must request course changes through your adviser. In general, you should always consult your adviser before making course changes (i.e. adds or drops).

For details on drop policies see <http://library.mansfield.edu/pdf/Drop-Withdraw.pdf>.

While the window to add a class is 7-8 days after the semester begins, it is very difficult to add a course to your schedule immediately prior or during the first week of the course. In many instances class rosters are already full and the instructor cannot accept additional students. In other cases, the class has already moved to complex assignments and it would be extremely difficult for a newly arrived student to catch-up. Last minute adds must be approved by both your instructor and adviser before you can join a class late.

D. Requesting Withdrawals or Incomplete Status

If you decide to withdraw from a course you must email your instructor (with a copy to your adviser). Since withdraws, by definition, occur after the drop period you will not receive a refund. For details on withdraw policies see <http://library.mansfield.edu/pdf/Drop-Withdraw.pdf>.

If you find that difficulties beyond your control prevent you from completing course work by the end of the semester you may request an incomplete from your instructor. An incomplete grade (I) denotes unfinished work due to serious mitigating circumstances. It is a privilege granted because of circumstances, not a right. The "I" grade is submitted at the discretion of an instructor at the end of the semester. Your professor will work with you to identify specific requirements to satisfy in order convert the "I" to a letter grade. You are responsible for the removal of an "I" grade prior to the end of the following academic semester or it will become an "F" grade.

If the instructor grants an incomplete, s/he will ask you to copy specific assignments and course content that you have not completed. You must then submit all required assignments to the instructor by the end of the following semester. After the instructor has graded your work, s/he will request the Registrar's Office to change your final grade. Until the incomplete is satisfied you will not be allowed to take new courses.

E. Continuous Enrollment Option vs. Withdrawal

If you do not register in the fall or spring semesters or drop all courses the Registrar will withdraw you from the university (summer registration is optional). As an alternative, you may enroll in a special course, **ED 5600**, to maintain active status. The “*course*” is free and has no class activities or requirements (it’s simply a convenient way of indicating that you are still an active student). If you anticipate taking one or two semesters off contact your adviser. You may enroll in ED 5600 a total of three times. During open registration periods you may register yourself via WebAdvisor. However, if you drop a course be sure to add ED 5600 first then drop the other course(s), as WebAdvisor does not allow you to drop all classes, even if you intend to add another.

F. Academic Dishonesty

The University's Academic Integrity Policy states, in part, that "students are expected to do their own academic work. Dishonesty in academic work in any of its forms, including cheating, academic misconduct, fabrication, and plagiarism is unacceptable."

When online instructors suspect a case of academic dishonesty they must follow a strict Mansfield University policy. The student under suspicion will receive **Form MU.A37**, Academic Dishonesty, citing the charge made by the instructor. The student then has three options:

1. The student admits guilt and accepts the sanction recommended by the instructor. Neither the instructor nor the Provost will pursue additional sanctions, such as filing for dismissal charges, unless this is at least the second time the student has admitted to such a violation. The student waives his/her right to appeal the charge.
2. The student admits to guilt and accepts the sanction as proposed by the instructor, but the instructor and the Provost retain the right to request that the Administrative Hearing Board consider additional sanctions, such as suspension or dismissal.
3. The student maintains his/her innocence and requests a review by the Administrative Hearing Board.

Any incidents of academic dishonesty will be reported to the MU administration. Examples of misconduct include, but are not limited to:

- using sources without citing them
- using work completed by others
- discussing the course with others in an attempt to gain an academic advantage
- submitting the same assignment to fulfill requirements in two courses without permission of the instructors

In the SL&IT program we expect you to practice the highest ethical standards. School library media specialists expect nothing less from their students in local school districts, and you should serve as a role model for K-12 students in their educational pursuits. School library media specialists are also trained to teach and implement legal uses of copyrighted materials, respecting the rights of ownership of information. Academic dishonesty is taken extremely seriously, especially in this department. Depending on the circumstances, scholarship students who commit an academic integrity infraction may lose their scholarship.

In addition to the official MU policy, the SL&IT department adds the following statement to each course syllabus:

Students are expected to do their own academic work and submit original work. Where resources and sources of information are used, credit must be given to the original source, following the citation format of the *MLA Handbook for Writers of Research Papers*.

Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Deliberate plagiarism as well as unintentional plagiarism is a serious issue. Additionally, unauthorized multiple submission of academic work is subject to the same penalties as plagiarism.

Any form of cheating, which includes plagiarism or collusion, may result in an F for the course and/or the filing of academic dishonesty charges with the Provost's office. Students are advised not to lend or share previous course work with other students, as this could lead to work being used by others for academic advantage. It should be noted that in this situation, the original owner of the course work will be liable for academic action regardless of his/her knowledge or lack of the other student's intent.

Additional information concerning academic dishonesty can be found in *the SL&IT Student Online Handbook*, as well as the [Graduate Bulletin](#) which outlines the procedures faculty will use to initiate disciplinary action in cases of academic dishonesty.

The following is a link to a ten-minute interactive tutorial from Acadia University designed to teach students the basics of avoiding plagiarism by learning why, when, and how to cite information sources: <http://library.acadiau.ca/tutorials/plagiarism/>.

G. Clearances and Affiliation Agreement

Prior to participating in field experiences for any SL&IT course, students who are already certified teachers need to submit evidence that they have met the clearances required for the state in which they reside or in which they perform a field experience. Note well that you will not be eligible for registration if you have not previously submitted documentation for clearances. You can satisfy the requirement in two ways:

- a. Submit our form [letter](#), signed by a building principal or the Human Resources Office, stating that you have met the clearances requirements of your state, or
- b. Submit copies of individual documentation for clearances

If you are not a certified teacher you still must meet all requirements for PA clearances: Act 34, Act 151, TB Tine test, and an FBI background check (see PDE's [Background Checks](#) page). For additional information see our Clearances FAQ, at: <http://library.mansfield.edu/clearances.asp>.

As of Spring 2010, students must also submit an [Affiliation Agreement](#), a legal document outlining the duties, terms, conditions and responsibilities of the university and school district(s) in which you plan to perform field experiences. Similar to clearances, a signed Affiliation Agreement must be on file prior to participating in a field experience or practicum. Mail both your clearance documentation and affiliation agreement to the SL&IT office, in care of:

Jill Scott, 202 Retan, Mansfield University, Mansfield, PA 16933 (570-662-4790 / jlscott@mansfield.edu).

H. Academic Policies

See <http://library.mansfield.edu/policies.asp> for information about additional policies.

I. Policy Regarding Student Absence from Courses

Instructors recognize that genuine health emergencies or loss of a family member can happen suddenly to anyone. SL&IT instructors will work with you to deal with such emergencies and you should expect appropriate consideration and support.

Vacations and other planned events, such as conferences constitute non-emergency situations that instructors are not obliged to accommodate. Although this too could occur in any semester, the summer term raises the most issues. The weeks of school vacation during the summer often represent a time for travel, family vacations, and relaxation but do not require the same treatment as an emergency. If you plan to be away for a vacation during the summer (or any term, for that matter), please plan for Internet access to monitor emails, participate in forum discussions, and submit assignments, unless excused. Please do not expect instructors to make special arrangements to accommodate voluntary absences, including but not limited to the following:

- Do not expect special assignments to replace a forum; our department policy is to require the same participation for all. Forum discussions will not be opened early to accommodate vacations nor be held open longer.
- If you plan to work ahead and turn in assignments ahead of their due date please understand that your instructor will be working on the current mod with students and may not be prepared to answer questions regarding advance work nor announce specific topics or assignments in advance. If you work ahead of the class instructors may not have fully presented course content yet. In such instances you assume the risk of inadequate preparation.
- Instructors grade work according to the course schedule. If you turn in assignments significantly early you may not receive feedback any earlier than the rest of the class. There may be adverse risk when working on future assignments before receiving feedback or suggestions for an earlier activity or assessment.
- Do not expect a grade of Incomplete in order to make up for voluntary absences. Instructors always have the option to deny a request for an Incomplete and will do so if the reason for it is to make up for a non-emergency absence.

Your best policy in the event that a wedding, trip, or any other sort of event might interfere with class is to register for the continuing enrollment option (ED 5600) during that time or to make your attendance as transparent as possible. If the instructor experiences no interruption in your participation, attention to announcements and emails, or assignments, then you are handling the situation responsibly. The SL&IT online program encourages you to work from anyplace, but the emphasis is still on the work, and your instructors will not make course exceptions on demand except for a genuine emergency. Please be prepared to provide documentation of such an emergency if needed.

4. GETTING READY TO GRADUATE

A. LSC 5565, School Library Practicum (1 or 3 credits)

In order to register for the culminating course you must have first completed at least 21 credits. The Program Director (Cindy Keller) must give her permission for you to take the courses and will complete the registration process for you.

If you are a certified SLMS and have worked as a school librarian for at least one year prior to registering for the culminating Practicum you may submit a form, signed by your building principal, to qualify for the one credit option. The one credit SLP requires the completion of an electronic portfolio but not a 100-hour field experience.

If you are ineligible for the one credit Practicum you will need to take the three credit SLP which requires the electronic portfolio, a few select assignments, and documented completion of a 100-hour field experience in a school library.

B. Intent to Graduate: The Praxis Test and Certification Process

As you near the end of the online program you must perform the following procedures (the certification application is optional):

1. One year prior to your anticipated graduation date login to WebAdvisor and submit the **Application for Graduation** (listed on the Student menu, under Academic Profile). This web form replaces the old paper document downloaded from the Registrar's Office. The form will initiate a records audit to verify your eligibility for certification and/or graduation. For questions contact Ryan Stanley at 570-662-4201 (rstanley@mansfield.edu).
2. Upon nearing completion of the program you must schedule the PRAXIS test(s) via the Educational Testing Service (<http://www.ets.org/>), if required for certification. Note that the PRAXIS II subject test is currently available **on-site** only (not online). For questions about the test contact Beth McClure at 570-662-4024 (bmcclure@mansfield.edu) or review the official web site at <http://www.ets.org/praxis/index.html> for dates and other information.

The PRAXIS test code for School Library Media Specialist is **0311**. The test consists of 120 questions in five categories and takes about two hours. The ETS site provides sample questions, with answers, in a 10-page **Test at a Glance**. The cost is \$80.00 plus a \$50.00 registration fee. Be sure to designate Mansfield University (**R2655**) and the Pennsylvania Department of Education (**R8033**) as *recipients*. You may view test scores received by MU through the **Test Summary** option of WebAdvisor. Note: **Not all states require PRAXIS tests** so check with your State Department of Education to determine which tests you need to take.

3. To apply for certification from the Pennsylvania Department of Education download forms **PDE 338 C and 338 G**, from <http://www.pde.state.pa.us/>. If you search from the PDE web site click the *Forms* icon on the left-side of the screen (you may need to scroll).

The application form, along with a \$40 money order made payable to Mansfield University, should be sent to the Certification Officer, 103 Alumni Hall, Mansfield University,

Mansfield, PA 16933. Please verify with the Certification Officer, currently Lori Cass (lcass@mansfield.edu), that your application is complete **prior to graduation**.

4. The Mansfield University Certification Officer, Lori Cass (lcass@mansfield.edu), verifies that you have completed the required coursework, successfully passed the Praxis test(s), and have completed the application before the application is forwarded to the Pennsylvania Department of Education.
5. Once the Certification Officer submits the form to PDE, the Department of Education will mail the teaching certificate directly to you in about four to six weeks. The actual time needed for processing the application is dependent upon how correctly the form has been completed and the number of requests submitted to PDE.
6. While waiting for PDE to process your certification application, you may go online to <http://www.pde.state.pa.us> to check the status of your request (click on the link to **Teacher Certification System** on the left hand side of the screen). You must provide your social security number in order to access the database.
7. If you have further questions, contact Lori Cass (lcass@mansfield.edu) or visit MU's Certification web site at <http://mansfield.edu/teacher/certification/>.

C. English and Math Requirement

The Pennsylvania Department of Education requires ALL Teacher Education Certification Candidates to have completed at least 6 credits of college level math, 3 credits of college level English composition and 3 credits of college level English Literature. The Admissions Office will also state this requirement in your official acceptance letter. If accepted conditionally, without meeting this requirement, you must either take additional course work or a **CLEP** placement examination. For additional information on the CLEP test see their web page, at:

<http://www.collegeboard.com/student/testing/clep/exams.html>

Note: if you are already a PA certified teacher, this requirement will be waived by PDE.

D. Career Center

The Career Center of Mansfield University is available to all MU students and alumni. Services include resume critique, job postings, career fairs, etc. For more information about these wonderful services visit their homepage, at: <http://career.mansfield.edu/>.

5. CONTACTS FOR SPECIAL SERVICES AND ASSISTANCE

- a. **Act 48 Credits:** Pennsylvania students who wish to receive Act 48 Credits for their MU courses must submit those courses online, to <https://www.edulinkinc.com/act48Provider/> (click on *Professional Educator* to create an account and enter the courses). **Be certain to maintain your account information for future accessing of the website.** Any additional questions should be directed to the Act 48 Administrator, Lori Cass (lcass@mansfield.edu).

- b. **Billing Questions:** If you experience any problems or concerns with bills from MU contact the Student Accounts Office, by phone (570-662-4888), email (mseymour@mansfield.edu) or online, at <http://esd.mansfield.edu/student-accounts/>.
- c. **CLEP Placement Tests:** For information about CLEP contact MU's [Career Development Center](#) (570-662-4133) or visit the College Board's web page, at:
<http://www.collegeboard.com/student/testing/clep/exams.html>
- d. **Changing Names or Other Personal Data:** If you change your name or address email Cindy Kerr (ckerr@mansfield.edu) in the Registrar's Office with a cc to your adviser and instructors. Also, we would appreciate if you updated your contact information in our student database. Access the password-protected site from any SL&IT Web page (under the Resources menu) or directly at: <http://libweb.mansfield.edu/graduate/checkinfo.asp>.
- e. **Library (18-digit) Barcode:** If your library barcode does not work contact Beth Williams (ewilliam@mansfield.edu / 570-662-4690) or the library's Information Desk, at: <http://lib.mansfield.edu/askref.cfm> (570-662-4671). The number can be found either on you're My Accounts page or from the library's [ID Number Lookup](#) tool.
- f. **PRAXIS Test:** For information regarding the PRAXIS Test see section [4B-2](#) above.
- g. **Reciprocity:** If you are seeking certification in a state other than Pennsylvania, see our Guide to Reciprocity and Certification, at: <http://library.mansfield.edu/reciprocity.asp>.
- h. **Student Records:** For questions about your academic record, or to request transcripts, contact the Registrar's Office (registrar@mansfield.edu), 570-662-4202. You can also download many forms, at: <http://esd.mansfield.edu/registrar/forms/>.
- i. **Transferring Credits:** If you have taken courses for credit at other institutions and wish to transfer them, you need to supply a copy of the transcript, a description of the courses, and syllabi, to the Admissions Office upon registration. MU can transfer up to six credits, providing:
- the courses are comparable to ours, in content and rigor
 - the courses are graduate level
 - you earned a grade of B or higher, and
 - the courses were taken within the last ten years