

## ❖ LIBS 302 Checklist

- ❖ The primary purpose of the course is to introduce the students to the Hutchins pedagogy and practices. Its emphasis is thus not on any particular content, rather on skills development emphasizing critical reading, writing, and discussion.
- ❖ **Introduce the Upper Division Portfolio!! They should hand them in at some point during the semester to make sure they've begun. Explain they will need to save LIBS Upper Division course materials for LIBS 402 Senior Synthesis. The Upper Division Portfolio also contains useful prompts for student self- evaluation, learning objectives, and educational histories. Use them!**
- ❖ The Faculty has agreed that some sort of "Information Competency" section should be included in LIBS 302, as well as content and assignments spanning "genres" of writing and disciplines.
- ❖ Review **Add/Drop** procedures and **Change of Major**: are they LIBS majors?
- ❖ Introduce the students to advising for the major; pass out and explain the **Track I and II Worksheets**. Explanatory Brochures may be downloaded from the Hutchins Website.
- ❖ Explain **Special Projects, Directed Study, and Internship**. *Track students must complete at least 1 unit of Directed Study, and 3 units of Internship. Internships require 45 hours of experience per unit.*
- ❖ Go over **Transfer Credit Reports (they should have a copy; it is also available in PeopleSoft)** They should complete lower division GE requirements including **Ethnic Studies**, which is the most common course missing. *All courses taken at a Junior College are by definition Lower Division, and cannot count for the major (but may substitute for other teacher track requirements).* Remember that Track I students must complete all areas of General Education (including 12 units in Area B) as well as **Upper Division GE** (9 units; Core D counts as Area E for GE). Except for any unfinished lower division GE noted on the ETC form, Track II and III students will fulfill all GE requirements with completion of the entire pre-credential requirements, and are waived from any additional Upper Division GE coursework. If they do not finish the pre-credential courses, they must finish their GE, including 9 units of Upper Division GE. This is a selling point to complete the teacher track for those students who are considering graduating without meeting all the pre-credential requirements.
- ❖ Inform Track I students about the optional **Area of Emphasis** -- they may use 9 *Upper Division* units from other departments; they may use GE coursework for the Emphasis ("double-counted courses" may hit more than 1 requirement, but only counts once in terms of units toward 120)
- ❖ Make sure they are taking the "right" courses; if necessary, schedule advising appointments
- ❖ Inform all students that they must pass the **WEPT** to graduate
- ❖ Inform Track II about the **CBEST and CSET** exams – they should take the CBEST in midway through their Junior year, and the CSET early in their Senior year.
- ❖ Inform students that they must complete a **Graduation Contract** (preferably by the Audit date, early in the semester preceding graduation).

- ❖ Inform students on how to subscribe to the **Listserv**.
- ❖ **Handling 302 Students Who Receive a Grade of C- or Lower**  
Be sure and notify students by mid-semester if there is a possibility they may not pass the class. Please make sure students are absolutely clear as to what they need to do in order to pass. (need to seminar, good writing, assume responsibility for their assignments, entertain multiplicity of views)
- ❖ If the situation seems hopeless, suggest to the student that there is a lack of affinity between the Hutchins Program/Pedagogy and the student's learning style. Their alternatives are: apply to other pre-credential programs (ENSP, CALS, and AMCS) and have them go to the Advising Center for an explanation of their options.
- ❖ Meet with the student and give them written notification indicating that:
  - a. He/she can no longer be considered a Hutchins major
  - b. Should go to the Advising Center
  - c. Fill out a Change of Major Form and bring it to their new department
- ❖ Inform Dacia or Donna of any students terminated from the Major.
- ❖ **MATH for Teacher Prep Students:**  
Teacher Track students need to take (*in this order*):
  - 1) GE Math (preferably Math 150 Geometry)
  - 2) Math 300A
  - 3) Math 300B

No one without a GE Math will be allowed into Math 300A, and Math 300A and B must be taken in sequence.
- ❖ **Students (generally transfers) with a GE Statistics class are exempt from Math 300B and should take Math 150.** While, as our Track II brochure states, students with a lower division Math for Elementary School Teachers course are technically exempt from Math 300A, the Math dept. would like us to send such students to them for advising (they may not deem such courses as equivalent).