

Certificates and Transfer Programs

Accelerated Certification Program Art Education

Curriculum Coordinator: David W. Porter, Associate Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in art education (K-12) is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in the arts in K-12 classrooms. Specifically, the accelerated certification program prepares individuals to work with students in a variety of settings including K-12 classrooms in public and private schools. Additionally, changes in Chapter 49-2 mandates that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the art education accelerated certification program are:

- Preparing individuals to teach kindergarten through twelfth grade.
- Providing a strong foundation in knowledge of child and adolescent development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to understand the developmental characteristics of children and adolescents in primary, intermediate, and secondary settings and to apply appropriate education strategies.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork. A requirement of 80 hours of field experience is essential to prior to student teaching. These hours are acquired through the field experiences attached to each Education course. Documented proof of classroom experiences prior to entry into this program will also be considered.
- Focusing on the special and differing characteristics and needs of learners in rural and urban communities.
- Preparing art educators who can competently:
 - engage in instructional planning and preparation

- establish classroom environments
- demonstrate instructional strategies
- demonstrate effective classroom adaptations for children with special needs
- demonstrate professionalism

Required Courses

EDUC 001-006 - Art Education Observation/Participation¹
 EDUC 201 - Foundations of Education
 EDUC 211 - Educational Psychology
 EDUC 313 – Art Education Media and Methods/Elementary Methods
 EDUC 320 - Teaching Children with Diverse Needs
 EDUC 423I - Student Teaching at the Intermediate Level
 EDUC 423S - Student Teaching at the Secondary Level
 EDUC 435 – Art Education Media and Methods/Secondary Methods
 EDUC 450 - Seminar: Contemporary Research, Issues, and Ethics in Education

Footnotes:

¹Field experiences are essential program components and are integrated into coursework each semester for the art education certification. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

Any student interested in obtaining accelerated certification in the art education program at Keystone College must meet entry requirements for education and fine art including: completion of appropriate undergraduate program with a GPA of 3.00 or higher, completion of all required pre-requisites, **taking and passing** the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet this requirement will preclude admission into the education program.

Students must also participate in the required 80 hours of field experiences prior to student teaching. Current annual criminal history, child abuse, and FBI clearances as well as a current annual health appraisal including a TB screening, are required prior to engaging in fieldwork.

Further, students must attempt the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing PRAXIS I series scores and of attempting the PRAXIS II series. Students who are not successful in passing the PRAXIS I or PRAXIS II series **must participate** in the preparation classes offered at the College, prior to student teaching. Candidates must meet with the Field Placement Coordinator by February 15th to be eligible for the two student teaching experiences in the fall semester and by October 15th to be eligible for the spring semester. If students are unable to student teach during the fall semester and are unable to delay their student teaching until the following fall semester, the student teaching candidate must meet with the Field Placement Coordinator by October 15th to be eligible for the two student teaching experiences in the spring semester. Candidates must also have an interview with members of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits with a cumulative GPA of 3.00 or greater at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any

of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, not all coursework is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institute, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan course schedules. Course Sequence Advising Sheets must be followed. **Any variation from the required sequence must be approved by the adviser.** Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation for fieldwork exists.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. **Communication with all students will be through the Keystone e-mail system.** It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

Culinary Arts Certificate Program

Curriculum Coordinator: Chef Melodie Jordan, Assistant Professor

The culinary arts certificate is designed to provide students with a basic introduction to the industry and focuses on the skills needed to quickly begin a career. Students will follow a block scheduling format to further enhance their education and provide additional hands-on experience. It is strongly encouraged that students enter this certificate program in the fall semester. Upon completion of this program, the student is required to take and pass the NOCTI examination designated for their curriculum. Students are required to participate in all culinary arts functions. This certificate requires two semesters which must begin with the fall semester, due to the sequence of course offerings.

Upon enrolling in CULN 101A, students will be charged for a professional knife kit (\$250) and uniform package (\$250). In the student's second semester and upon enrolling in CULN 236, students will be charged for a server uniform package (\$100). Enrollees are also required to purchase non-skid black leather lace-up shoes. The costs of these items are in addition to other required fees.

Students completing all graduation requirements will receive a certificate. Students wishing to pursue an associate in applied science in culinary arts may continue at Keystone College without loss of credits.

Curriculum Courses:

BUSN 212 - Written Communication

or COMM 104 - Interpersonal Communication

CULN 100 - Culinary Math

CULN 101 A* - Stocks, Sauces, and Skills

CULN 101 B* - Meat and Fish Fabrication

CULN 101 C* - American Cuisine

CULN 101 D* - Cuisines of the World

CULN 101 E* - Introduction to Baking

CULN 101 F* - Service Techniques and Skills

CULN 101 H* - Breakfast Cookery Seminar

CULN 103 - Introduction to Culinary Management

CULN 107* - Garde Manger

CULN 210* - Catering¹

CULN 202* - Bar and Beverage Management

CULN 203* - Cakes, Tortes, and Desserts

CULN 236 - Advanced Restaurant Operations

CULN 290 - NOCTI Food Production and Service Examination²

HOSP 108 - Applied Food Service Sanitation

*Students enrolled in these courses must be available to participate in events when not in class.

Free Elective Courses: Sufficient free electives must be taken to ensure the student has at least 33.5 credits for graduation.

Recommended Sequence of Courses:

Visit www.keystone.edu/academics for further information.

Footnotes:

¹Students enrolled in CULN 210 may have to be available for some weekends to organize, serve, and cook for functions.

²In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination CULN 290 (only offered in the spring semesters). Students must have completed one semester in Culinary Arts at Keystone College before enrolling.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Accelerated Certification Program Early Childhood Education

Curriculum Coordinator: Lansdale Shaffmaster, Ph.D., Professor

The Pennsylvania Department of Education is in the process of formulating guidelines to meet the requirements of Chapter 49-2, which will align with the new certification grade designations. Early childhood certification will be PK to grade 4; elementary/middle certification will be grades 4 through 8. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. When the guidelines are finalized, the changes will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in early childhood education is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in early childhood settings. Specifically, the accelerated certification program prepares individuals to work with children in a variety of settings including K-3 public and private schools, child care facilities, Head Start programs, nursery schools, homes, hospitals, social service agencies, and early intervention programs for children with special needs.

The goals for the accelerated certification program in early childhood education are:

- Preparing individuals to teach children aged 0-8 in a variety of settings and in a manner that supports and affirms their individual characteristics.
- Providing knowledge about child development learning theories and naturalistic study of young children as the foundation for competency development.
- Offering courses and activities based on a developmental perspective that views learning as an integrated, constructive activity.
- Providing numerous opportunities to apply theoretical knowledge to appropriate practice in authentic settings.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Preparing early childhood professionals who appreciate the special characteristics of young children, who understand the primacy of family, who view learning as part of a holistic developmental process, who have skill in creating educational environments which support and nurture children's development, and who work cooperatively with parents and other professionals.
- Preparing early childhood professionals who can competently:
 - engage in instructional planning and preparation
 - establish classroom environments
 - demonstrate instructional strategies
 - demonstrate effective classroom adaptations for children with special needs
 - demonstrate professionalism

Required Courses¹

ECE 101 - Introduction to Early Childhood Education

ECE 102 - Guiding Play and Learning
ECE 202 - Curriculum and Program Planning (Ages 3-8 years)
ECE 220 - Early Intervention
EDUC 306 - Using Computers to Support Classroom Learning
or EDUC 440 - Electronic Media for Teachers
EDUC 310 - Family Health and Safety
EDUC 320 - Teaching with Diverse Needs
EDUC 330 - Language Arts and Literacy I
EDUC 331 - Language Arts and Literacy II
EDUC 420 - Teaching in the Early Years
or EDUC 421 - Teaching in the Elementary School/Primary
EDUC 423E - Student Teaching in the Early Years
EDUC 423T - Student Teaching at the Primary Level

Footnotes:

¹Coursework subject to change in line with Chapter 49-2 mandates.

Prior to beginning certification coursework, any student interested in obtaining accelerated certification in the early childhood education program at Keystone College must meet entry requirements for education including a 3.00 GPA or greater, completion of required prerequisites, and **taking and passing** the three Commonwealth mandated PRAXIS I series tests (Reading, Writing, and Math). Further, participating in and documenting 80 hours of field experiences prior to engaging in student teaching is required. Current annual criminal history, child abuse, and FBI clearances as well as a current annual health appraisal including a TB screening, are required prior to engaging in fieldwork. Failure to meet these requirements will preclude admission into the education program. Further, students **must attempt** the PRAXIS II specialty test(s) prior to beginning student teaching.

The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS I and without evidence of attempting the PRAXIS II series. Students who are not successful in passing the PRAXIS II series **must participate** in the preparation classes offered at the College prior to student teaching. Student teaching candidates must meet with the Field Placement Coordinator by October 15th to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15th to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with members of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits at the College with a cumulative GPA of 3.00 or greater must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs. Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor’s Institutes, Urban Education

Experiences, Adopt-A-School Programs).

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

Accelerated Certification Program Elementary Education

Curriculum Coordinator: James Gilhooley, Ph.D., Assistant Professor

The Pennsylvania Department of Education is in the process of formulating guidelines to meet the requirements of Chapter 49-2, which will align with the new certification grade designations. Early childhood certification will be PK to grade 4; elementary/middle certification will be grades 4 through 8. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. When the guidelines are finalized, the changes will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in elementary education is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in elementary classrooms. Specifically, the accelerated certification program prepares individuals to work with students in a variety of settings including K-6 in public and private schools.

The goals for the accelerated certification program in elementary education are:

- Preparing individuals to teach kindergarten through sixth grade.
- Providing a strong foundation in knowledge of child development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to concentrate on either primary grades or intermediate grades. (Because the developmental characteristics of children in these two groups are quite different, the appropriate educational strategies will also vary greatly.)
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural communities and urban areas.
- Preparing elementary educators who can competently:
 - engage in instructional planning and preparation
 - establish classroom environments
 - demonstrate instructional strategies
 - demonstrate effective classroom adaptations for children with special needs
 - demonstrate professionalism

Required Courses

EDUC 001-006 - Elementary Education Observation/Participation¹

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 302 - Elementary Curriculum

EDUC 303 - Elementary Curriculum and Methods: Mathematics

EDUC 304 - Elementary Curriculum and Methods: Citizenship and Social Studies

EDUC 305 - Elementary Curriculum and Methods: Science

EDUC 306 - Using Computers to Support Classroom Learning

or EDUC 440 - Electronic Media for Teachers

EDUC 320 - Teaching Children with Diverse Needs

EDUC 330 - Language Arts and Literacy I

EDUC 331 - Language Arts and Literacy II

EDUC 421 - Teaching in the Elementary School/Primary

or EDUC 422 - Teaching in the Elementary School/Intermediate

EDUC 423I - Student Teaching at the Intermediate Level

EDUC 423T - Student Teaching at the Primary Level

Footnotes:

¹Field experiences are essential program components for certification in elementary education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students must register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

Any student interested in obtaining accelerated certification in the elementary education program at Keystone College must meet entry requirements for education including a 3.00 GPA or greater, completion of required prerequisites, **taking and passing** the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet these requirements will preclude admission into the education program. Students must also participate in the required 80 hours of field experiences prior to student teaching. Current annual criminal history, child abuse, and FBI clearances as well as an annual health appraisal including a TB screening, are required prior to engaging in fieldwork. Further, students **must attempt** the PRAXIS II specialty test(s) prior to beginning student teaching.

The Field Placement Coordinator will not accept applications for student teaching without evidence of attempting the PRAXIS II series. Students who are not successful in passing the PRAXIS I or PRAXIS II series **must participate** in the preparation classes offered at the College prior to student teaching.

Student teaching candidates must meet with the Field Placement Coordinator by October 15th to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15th to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with a member of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits with a cumulative GPA of 3.00 or greater at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses

will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, not all coursework is available in Towanda. Program offerings are enrollment dependent.

Students should meet each semester with advisers to plan course schedules. Course Sequence Advising Sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Human Resource Management Certificate Program

Curriculum Coordinator: Ken Zula, Ph.D., SPHR, Assistant Professor

The human resource (HR) function has become vital to the success of organizations because of the rapidly changing work environment. International competition, changing technology, and increased government regulations contribute to the need for competent human resource professionals. Human resource professionals work as strategic partners with management in order to manage change and help the organization succeed.

The strong education and practical experience students will receive in the human resource management certificate program at Keystone College will prepare them for the exciting challenges that they will face as human resource professionals. The human resource functions of recruiting and employee selection, coordinating benefit packages, designing compensation systems, complying with government regulations, and dealing with employee and labor issues will be covered in the courses in this certificate program.

Required Courses

BUSN 330 - Business Ethics

HRM 102 - Introduction to Human Resource Management

HRM 320 - Selection and Placement

HRM 450 - Senior Seminar

Curricular Elective:

Any other HRM course

A total of 15 credits are required.

Accelerated Certification Program Math Education

Curriculum Coordinator: Youyu Phillips, Ph.D., Assistant Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in math education (7th-12th grade) is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in math 7th-12th classrooms. Specifically, the accelerated certification program prepares individuals to work with students in 7th-12th grade public and private schools. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the accelerated certification program in math education are:

- Preparing individuals to teach seventh through twelfth grade.
- Providing a strong foundation in knowledge of adolescent development.
- Providing a family-centered, community-based context for the study of education
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to understand the developmental characteristics of adolescents in intermediate and secondary settings, and to apply appropriate education strategies.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural and urban communities.
- Preparing mathematics educators who can competently:
 - engage in instructional planning and preparation
 - establish classroom environments
 - demonstrate instructional strategies
 - demonstrate effective classroom adaptations for children with special needs
 - demonstrate professionalism.

Required Courses

EDUC 001-006 - Math Education/Participation¹

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 306 - Using Computers to Support Classroom Learning
or EDUC 440 - Electronic Media for Teachers
EDUC 320 - Teaching Children with Diverse Needs
EDUC 335 – Mathematics Education and Methods/Secondary Education
EDUC 423I - Student Teaching at the Intermediate Level
EDUC 423S - Student Teaching at the Secondary Level
EDUC 425 – Teaching at the Intermediate and Secondary Levels
EDUC 450 - Seminar: Contemporary Issues, Research, and Ethics in Education
MATH 230 - Calculus II
MATH 305 - Communications in Mathematics
MATH 314 - Statistics and Research

Footnotes:

¹Field experiences are essential program components and are integrated into coursework each semester for the math education accelerated certification program. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit participation and will hinder progress in the program.

Students must achieve an average 3.00 GPA or greater in mathematics coursework and a 3.00 cumulative GPA. Prior to beginning certification coursework, any student interested in obtaining additional certification in the accelerated certification program in math education (7th–12th) at Keystone College must meet entry requirements for education including a 3.00 GPA, completion of required prerequisites, and **taking and passing** the three Commonwealth mandated PRAXIS I series tests (Reading, Writing, and Math). Further, participating in and documenting 80 hours of field experiences prior to engaging in student teaching is required. Current annual criminal history, child abuse, and FBI clearances as well as a current health appraisal including a TB screening, are required prior to engaging in fieldwork. Failure to meet these requirements will preclude admission into the education program. Further, students **must attempt** the PRAXIS II specialty test(s) prior to beginning student teaching.

The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS I and without evidence of **attempting** the PRAXIS II series. Students who are not successful in passing the PRAXIS II series **must participate** in the preparation classes offered at the College prior to student teaching. Student teaching candidates must meet with the Field Placement Coordinator by October 15th to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15th to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with members of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits at the College with a cumulative GPA of 3.00 must be completed in order to be recommended to the Pennsylvania Department of Education for certification.

If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs. Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and

400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institutes, Urban Education Experiences, Adopt-A-School Programs).

Students should meet each semester with advisers to plan course schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by an adviser. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser.

All education forms and information will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Microsoft® Certified Systems Administrator Certificate Program

Curriculum Coordinator: Stephen Cheskiewicz, Instructor

As a Microsoft® IT Academy Program, Keystone College offers students the preparation to receive certification as Microsoft® Certified Systems Administrators (MCSA).

The Microsoft® IT Academy Program is a technology-training program that helps students gain valuable computer skills and Microsoft® certification.

Students will learn to develop, support, and integrate computer systems with businesses focused on Microsoft® products.

Upon completion of either program and passing of the Microsoft® administered tests, the student will earn designation as a Microsoft® Certified Systems Administrator (MCSA).

The MCSA is currently a 12-credit, one-semester stand-alone program leading to Microsoft® Certified Systems Administrator certification.

Students interested in this certification should contact the Office of Admissions for an application.

Required Courses

IT 401A - MCSE: Implementing and Supporting Microsoft® Windows® Vista

IT 402C - MCSE: Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment

IT 403C - MCSE: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure - Network Hosts and Network Services

IT 407A - MSCE: Implementing and Managing Microsoft® Exchange® Server® 2003

12 credits required for graduation.

Note: Course offerings in the MCSA and MCSE programs are subject to change based upon changes in the Microsoft® products and/or certification requirements. MCSA and MCSE courses must be taken at the main campus facility.

Microsoft® Certified Systems Engineer Certificate Program

Curriculum Coordinator: Stephen Cheskiewicz, Instructor

As a Microsoft® IT Academy Program, Keystone College offers students the preparation to receive certification as Microsoft® Certified Systems Engineers (MCSE).

The Microsoft® IT Academy Program is a technology-training program that helps students gain valuable computer skills and Microsoft® certification. Students will learn to develop, support, and integrate computer systems with businesses focused on Microsoft® products. Upon completion of either program and passing of the Microsoft® administered tests, the student will earn designation as a Microsoft® Certified Systems Engineer (MCSE).

The MCSE is a 24-credit, two-semester program that can stand alone, or be combined with a four-year Information Technology bachelor's degree.

Students interested in this certification should contact the Office of Admissions for an application.

Required Courses

IT 401A - MCSE: Implementing and Supporting Microsoft® Windows® Vista

IT 402C - MCSE: Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment

IT 403C - MCSE: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure - Network Hosts and Network Services

IT 404A - MCSE: Planning, Implementing and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure

IT 405A - MCSE: Planning and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure

IT 406A - MCSE: Designing Security for a Microsoft® Windows® Server® 2003 Network

IT 407A - MCSE: Implementing and Managing Microsoft® Exchange® Server® 2003

24 credits required for graduation.

Recommended Sequence of Courses: Visit www.keystone.edu/academics for further information.

Note: Course offerings in the MCSA and MCSE programs are subject to change based upon changes in the Microsoft products and/or certification requirements. MCSA and MCSE courses must be taken at the main campus facility.

Accelerated Certification Program Social Studies Education

Curriculum Coordinator: Janet Wrightnour, Associate Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in social studies education is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in grades 7-12. Specifically, the accelerated certification program prepares individuals to work with students in a variety of settings including public and private schools. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the accelerated certification program in social studies education are:

- Prepare individuals to teach social studies in grades seven through twelve.
- Provide a strong foundation in the social sciences.
- Focus on diverse cultural and pedagogical issues.
- Provide a strong research base related to the processes of learning and teaching.
- Demonstrate learning as a constructive activity, which integrates many kinds of knowledge.
- Help students become skilled in assessing the abilities of learners; skilled in organizing educational activities that promote high levels of achievement; and, building relationships with learners that foster optimum development.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focus on the special and differing characteristics and needs of learners in rural communities and urban areas.
- Preparing social studies educators who can competently:
 - demonstrate a broad knowledge base in the social sciences
 - engage in instructional planning and preparation
 - establish classroom environments
 - demonstrate instructional strategies
 - demonstrate effective classroom adaptations for children with special needs
 - demonstrate professionalism

Required Courses

EDUC 001-006 - Social Studies Education Observation/Participation¹
EDUC 201 - Foundations of Education
EDUC 211 - Educational Psychology
EDUC 306 - Using Computers in the Classroom
EDUC 309 - Classroom Management
EDUC 315 - Developmental Assessment

EDUC 320 - Teaching Students with Diverse Needs
EDUC 325 - Social Studies Curriculum and Methods
EDUC 332 - Reading in the Content Area
EDUC 423I - Student Teaching at the Intermediate Level
EDUC 423S - Student Teaching at the Secondary Level
EDUC 425 - Teaching at the Intermediate and Secondary Levels
EDUC 450 - Seminar: Research, Issues, and Ethics in Education

Footnotes:

Field experiences are essential program components and are integrated into coursework each semester for the social studies education certification. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, child history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

Prior to beginning certification coursework, any student interested in obtaining accelerated certification in the social studies education program at Keystone College must meet entry requirements for education including a 3.00 GPA; completion of required prerequisites; and **taking and passing** the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math). Further, participating in and documenting 80 hours of field experiences prior to engaging in student teaching is required.

Current annual criminal history, child abuse, and FBI clearances as well as a current annual health appraisal including a TB screening, are required prior to engaging in fieldwork. Failure to meet this requirement will preclude admission into the Education Program. Further, students **must attempt** to pass the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of **attempting** the PRAXIS II series tests. Students who are not successful in passing the PRAXIS II series tests **must participate** in the preparation classes offered at the College prior to student teaching. Student Teaching candidates must meet with the Field Placement Coordinator by October 15th to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15th to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with a member of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits with a cumulative GPA of 3.00 or greater at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs. Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300- and 400-level education courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year, August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor’s Institutes, Urban Education Experiences, Adopt-A-School Programs). Program offerings are enrollment dependent.

Students should meet each semester with advisers to plan course schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses

must be taken at Keystone College unless approved by adviser. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Education Credentials

Child Development Associate Credential (CDA)

Credits earned in this program may be transferred to the bachelors degree in early childhood education.

Keystone College offers the 12-credit CDA Program. The CDA is a nationally recognized credential administered by the National Council for Professional Recognition Program in Washington D.C. The credential requires the creation of a professional portfolio. The College offers instruction which meets the CDA requirements through the following coursework:

- ECE 101 - Introduction to Early Childhood Education
- ECE 102 - Guiding Play and Learning
- ECE 202 - Curriculum and Program Planning: Ages 3-8 Years
- EDUC 216 - Child, Family and Community

Pennsylvania Director's Credential

Credits earned in this program may be transferred to the bachelor degree programs in education.

Keystone College offers the nine-credit PA. Director's Credential program specified by the Pennsylvania Office of Child Development for individuals who assume director positions in licensed child care facilities in the Commonwealth of Pennsylvania. The credential details instructional competency outcomes that are achieved through participation in the following coursework:

- ECE 350 - Administration and Supervision of Schools for Young Children
or EDUC 450 - Seminar: Contemporary Research, Issues, and Ethics in Education
- PSYC 401 - Organizational Behavior
- PSYC 402 - Supervision and Leadership

School Age Credential (SACC)

School Age Credential (SACC) Credits earned in this program may be transferred to the bachelor degree programs in education.

Keystone College offers the nine-credit SACC credential which is administered by the Pennsylvania Key. The credential requires the creation of a professional portfolio. The College offers instruction which meets the SAC requirements through the following coursework.

- ECE 350 - Administration and Supervision of Schools for Young Children
- EDUC 216 - Child, Family, and Community
- PSYC 225 - Psychology of Exceptionalities

Early Childhood/Early Intervention Certificate:

This program is designed to help individuals who lack specialized training but who currently work in early childhood or early intervention programs. Credits earned in this program may be transferred to the associate degree or B.S. degree programs in early childhood education. Prior to beginning the certificate sequence, students are required to complete English 101 and Psychology 101. Students meeting all requirements receive a certificate

in early intervention.

The following courses must be taken:

PSYC 201 - Child Psychology
PSYC 225 - Psychology of Exceptionalities
ECE 101 - Intro to Early Childhood Education
ECE 102 - Guiding Play and Learning
ECE 201 - Curriculum and Program Planning Ages 0-3
ECE 202 - Curriculum and Program Planning Ages 3-8
ECE 216 - Child, Family and Community
ECE 220 - Early Intervention
ECE 223 - Field Experience
ECE 250 - Early Education Seminar

Military Science - Air Force ROTC

The Air Force Reserve Officer Training Corps (AFROTC) program at Wilkes University permits students to earn commissions as officers in the U.S. Air Force while pursuing a college degree. Students enroll in either the four-year or two-year program. Students with three years remaining until graduation may enroll concurrently in the freshman and sophomore Air and Space Studies courses and can complete the four-year program in three years; moreover, any interested student may call the detachment and query staff regarding additional programs available (570-408-4860).

Professional Development Program (PD) (Optional)

The program allows both GMC and POC members to visit a USAF base for up to three weeks during the summer (cadets attending Field Training are not eligible.) PD allows the cadet to “shadow” an active duty officer working in the student’s career interest (i.e., pilot, navigator, communications, intelligence, etc.) Transportation from the legal residence of the cadet to the PD base (and return), food, lodging, and medical and dental care during the visit are provided by the Air Force. The participating cadet is also provided a nominal stipend during the program.

Scholarships

AFROTC also offers full and partial tuition scholarships for which qualified students may compete, if they enroll in AFROTC. All scholarship awards are based on individual merit, regardless of financial need, with most scholarship recipients determined by central selection boards. For more information, please contact the detachment.

Air and Space Studies Courses:

General Military Course (GMC)

AS 101 - Foundations of the USAF I
AS 102 - Foundations of the USAF II
AS 103/104 - Leadership Laboratory
AS 201 - Evolution of USAF Air and Space Power I
AS 202 - Evolution of USAF Air and Space Power II
AS 203/204 - Leadership Laboratory

Professional Officer Course (POC)

AS 301 - Air Force Leadership Studies I

AS 302 - Air Force Leadership Studies II

AS 303/304 - Leadership Laboratory

AS 401 - National Security Affairs/Preparation for Active Duty I

AS 402 - National Security Affairs/Preparation for Active Duty II

AS 403/404 - Leadership Laboratory

Commissioning

Students who satisfactorily complete the POC curriculum requirements are commissioned as Second Lieutenants in the U.S. Air Force and will serve on active duty in a career specialty they have chosen, consistent with USAF needs.

Qualified students may compete for duty as pilots, navigators, engineers, missile or space operations officers, nurses, engineers, meteorologists, computer analysts, lawyers, security forces or any of a number of other career fields.

Military Science - Army ROTC

Keystone College offers students the opportunity to participate in Army ROTC through a partnership with the North East Pennsylvania Army Reserve Officer Training Corps Battalion. The primary objective of the Reserve Officer Training Program is to develop leadership capabilities in students and to train future officers for active ARMY, US Army Reserve, Army National Guard and leaders for the country.

The NEPA Army ROTC Battalion continually ranks in the top 10% of all ROTC programs nationwide and was ranked third in the Eastern United States in 2006. The NEPA Battalion has recently celebrated fifty years of commissioning outstanding officers for the Army.

The Army ROTC program can be tailored to fit any student's schedule particularly in the freshman and sophomore years. Military Science instruction is offered at The University of Scranton with two, three, and four year programs leading to a commission as an officer in one of the three components of the United States Army.

Any Keystone College student may participate in any basic Army RPTC course without cost or obligation for the first two years.

Uniforms and Supplies

The Military Science Department provides all uniforms, equipment, and textbooks required for the classes.

Scholarships

There are significant scholarship opportunities for ROTC students. Scholarships could be used to pay for tuition, books, and spending money. Two, three and four-year Army scholarships as well as special National Guard and Army Reserve scholarships are available for students enrolled full-time at Keystone College. Army ROTC Scholarship Candidate selection is merit based. Scholarship recipients receive full tuition and fees, in addition to \$900 per year for books and a monthly stipend ranging from \$3,000 to \$5,000 per year for each year the scholarship is awarded. For additional information, or if you have specific questions about the Army ROTC, contact the Military Science department at the University of Scranton at 1-888-SCRANTON, (570) 941-7457, or e-mail rotc@scranton.edu.

Curriculum Courses:

PHED 138 - Physical Fitness Training
MIL 101/102 - Concepts of Leadership I and II
MIL 201/202 - Dynamics of Leadership I and II
MIL 301/302 - Basic Military Leadership I and II
MIL 401/402 - Advanced Military Leadership I and II
MIL 111L/112L/131L/132L - Leadership Application Laboratory