

# **Checklist for Education Media/Library Media Endorsement Program**

Division of Extended Programs / Western Oregon University

## \_\_\_\_\_ **Application for Graduate Admission**

- \* Application fee (\$50), non-refundable, made payable to Western Oregon University
- \* Official transcripts from all previously attended colleges and universities
- \* Miller Analogies Test (MAT) or Graduate Records Exam (GRE) scores, if GPA is less than 3.0 on last 60 semester or 90 quarter hours of undergraduate work (exam scores not required if applicant holds a Master's degree)
- \* Copy of current Oregon teaching license
- \* You will receive a letter of acceptance from the Graduate Office.

## \_\_\_\_\_ **Complete a Plan of Study/Student Contract form**

- \* This plan will state what courses are required for completion of the program.
- \* The student and an advisor will sign this plan and submit it to the Graduate Office.

Advisor's Name \_\_\_\_\_ Phone/email \_\_\_\_\_

## \_\_\_\_\_ **Submit passing scores from the Library Media PRAXIS exam #10310 to WOU**

- \* Register for exam at least 1 month prior to desired testing date (www.ets.org)
- \* You must pass the PRAXIS prior to taking practicum.

## \_\_\_\_\_ **Practicum Requirement (LIB 609 Practicum, Elem AND LIB 609 Practicum, Secondary)**

## \_\_\_\_\_ **Request an application packet from TSPC and submit required materials**

- \* TSPC requires an official transcript from WOU. Do not request your transcript until you have completed all of the requirements for the program, and your endorsement has been recorded. The Division of Extended Programs can tell you if your endorsement has been recorded.

## \_\_\_\_\_ **TSPC application to attach the Endorsement to your teaching**

- \* Notify DEP once you have completed the coursework, PRAXIS, and practicum.
- \* WOU will electronically submit a Program Completion Report (C-2) to TSPC.
- \* You fill out the C-1 and submit official WOU transcripts and fee to TSPC.

**Please submit all materials to:**

**Division of Extended Programs  
Western Oregon University  
345 N. Monmouth Ave.  
Monmouth, OR 97361**

extend@wou.edu  
phone (503) 838-8483  
fax (503) 838-8473