

Reminders:

USF St. Petersburg graduate students are responsible for all information in the Graduate Catalog, department materials, and the graduate programs listserve.

1. Obtain a Graduate Handbook: Policies and Procedures.
[http://download.grad.usf.edu/PDF/Policy Procedures Manual.pdf](http://download.grad.usf.edu/PDF/Policy_Procedures_Manual.pdf)
2. Validate your admission by taking at least one course in the semester in which you are admitted. If you are unable to do so, contact Inna Ruefle (727-553-4269), otherwise, you will be dropped from the program.
3. All students are required to subscribe to the USF St. Petersburg Graduate Programs listserve and to monitor email messages. Send a blank email to join-gradprog@lists.acomp.usf.edu
A confirming message will be sent back to you.
4. Be sure a copy of your Planned Program is in file in the College of Education and be sure you have an additional copy for your own records. Check with Inna Ruefle if you are unsure of the status of your planned program.
5. Maintain a 3.0 grade point average to remain in good academic standing.
6. Obtain a passing grade on your Portfolio. Note that portfolios are not evaluated during the summer term. Information regarding the Portfolio can be found on the website or contact Dr. Kim Stoddard (Stoddard@stpt.usf.edu)
7. Submit the Application For Degree at the beginning of the semester in which you intend to graduate.
8. Suggestions for Course Sequencing:
Take ESOL I in your first or second semester of your program
Take ESOL III the summer semester of your last year in the program

9. Internship/Paid Internship:
Applications for Internship and Paid Internship must be submitted to and approved following the deadlines below
Applications for Internship can be found on the USF website under Internship
Application for Paid Internships can be picked up in the College of Education Internship Office Coq. 221 through Inna Ruefle
Be aware of all deadlines for applying for Internship
For Fall January 15th –
For Spring June 15th

An Action Research Project will be completed during Internship. Requirements for this project will be explained during the Internship course.

10. All Students must be registered for a minimum of two graduate credit hours during the semester of graduation.
11. All sections of the FTCE (GKT, Subject Area, and Professional subtest) must be passed prior to registering for the final course, EDG 6947 Internship and Action Research.

For additional information contact the Special Education Program Advisor:
Dr. Kim Stoddard
stoddard@stpt.usf.edu 727-873-4573