

## UCI English Subject Matter Preparation Program (SMPP) ENROLLMENT AND STEPS TO COMPLETE THE PROGRAM

### Contents of this Packet

The attached enrollment packet for the UCI English Subject Matter Preparation Program (SMPP) has the following documents, which you should read carefully before enrolling in this program:

- ✓ A UCI English SMPP Course Requirements Flier (including an explanation of subject matter preparation programs)
- ✓ A UCI English SMPP Statement of Intent to Enroll form
- ✓ A UCI English SMPP instruction sheet on Preparing an SMPP Portfolio

**Note:** Only UCI undergraduates, who have successfully completed at least one required SMPP course prior to July 1, 2005, with plans to become a secondary English teacher may enroll.

### Steps to Enroll and Complete the Program

*Understand the requirements and enroll – Students can enroll during any undergraduate year, but are highly encouraged to do so at or before junior year.*

- After reading about the requirements of the UCI English SMPP, consult with the faculty advisor, Richard Kroll, from your major department and your academic counselor to ensure that you will be able to plan an undergraduate course of study that includes the English SMPP courses.
- Consult with a Department of Education counselor or attend a teaching careers information session to ensure that you understand the steps to satisfy state requirements for earning a teaching credential, and steps you can take as an undergraduate to prepare for a teacher credential program.
- Once you are satisfied that you understand the English SMPP requirements, complete and sign the attached Intent to Enroll form. Attach it to a copy of your unofficial transcript, and turn both documents into the Department of Education Office of Student Services. You will be notified shortly thereafter that your enrollment was accepted.
- After enrolling, check at least once per year with a Department of Education counselor about any changes or substitutions in English SMPP requirements.

*Satisfy SMPP requirements by completing lower and upper division courses and other required activities.*

- Complete the required English courses (course list attached).
- Compile the portfolio as you complete the coursework.

*Once you have completed all the required coursework, submit the following documents to a Department of Education counselor to verify that you have satisfied all SMPP requirements:*

- ✓ Your official transcript verifying that you have completed all English SMPP courses
- ✓ Your completed portfolio that includes an evaluation verification from the English SMPP faculty advisor.

The Department of Education Student Services Office will evaluate your official transcripts. When all requirements are verified complete, you will receive a verification letter stating that you have satisfied all requirements for the English SMPP. When you enroll in a teacher credential program, you will provide the university with a copy of this letter to verify that you have waived the English CSET exam and have met the state's subject matter competency requirement.

### Information for Applicants to the UCI Credential and M.A.T. programs

*Students who plan to complete the SMPP (instead of taking the CSET exam) prior to enrolling in the UCI single subject credential or M.A.T. program should follow these steps on their program application:*

- Notify the UCI Department of Education Admission Officer, Lynn Wong, (949-824-7832 or lt Wong@uci.edu) that you are working to complete an SMPP.
- If an SMPP candidate is offered admission, it will be conditional on fully completing the SMPP prior to the start of the program (summer for the M.A.T. program, and fall for the single subject credential program).