

UNDERGRADUATE EDUCATOR PREPARATION PROGRAM APPLICATION



**DIVISION OF EDUCATION,
SUPERVISION AND INSTRUCTION**

"Changing the Lives of Children... One Child at a Time"

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TOUGALOO COLLEGE
Division of Education, Supervision and Instruction
Undergraduate Initial Educator Preparation Program

Application for Admission

The enclosed forms should be completed if you wish to apply for admission to the Division's Educator Preparation Program (EPP) at Tougaloo College. Please consult the Division's Undergraduate EPP Handbook and Tougaloo's College Catalog. The following undergraduate initial licensure program and degrees are offered at Tougaloo:

- Bachelor of Arts in Art Education, K-12
- Bachelor of Arts in Elementary Education, K-6
- Bachelor of Arts in Health and Physical Education, K-12
- Bachelor of Arts in History Education, 7-12
- Bachelor of Arts in Music Education, K-12
- Bachelor of Arts in Special Education, K-12
- Bachelor of Science in Biology Education, 7-12
- Bachelor of Science in Chemistry Education, 7-12
- Bachelor of Science in Chemistry & Physics Education, 7-12
- Bachelor of Science in English Education, 7-12
- Bachelor of Science in Mathematics Education, 7-12
- Bachelor of Science in Mathematics and Computer Science Education, 7-12

Candidates are expected to enter the Educator Preparation Program prior to their junior year. The program provides candidates the opportunity to complete their educator and professional preparation coursework over a period of two years in the Educator Preparation Provider's degree programs.

The Division of Education welcomes your interest in our preparation programs for K-12 educators. Candidates who desired to enter the DOE's Educator Preparation Program at Tougaloo College for their first license to teach must meet the eligibility requirements set forth by the Division of Education (the Educator Preparation Provider) and guidelines set forth by CAEP (formally NCATE) and the state of Mississippi Department of Education, Office of Educator Licensure. Applicants must ensure their application is completely filled out and all forms signed. Decisions regarding admissions are made after a review of your e.g., academic records, test scores, and recommendations.

Prospective candidates should print legibly in "black" ink or use a typewriter for forms. Applications will be reviewed when ALL required documentation and materials have been received in the Office of the Division of Education, Holmes Hall, Wing 1, Room 1.

TOUGALOO COLLEGE

Division of Education, Supervision and Instruction Undergraduate Initial Educator Preparation Program

Application Procedures and Requirements

The following documents must be on file for admission to the Division's Educator Preparation Program:

- Completed EPP Application (page 4)
- Signed Teacher Licensure Advisory Acknowledgement Form (page 6)
- Signed Acknowledgement of National Education Association (NEA) Code Of Ethics Form (page 8)
- Written documentation of passing CASE (Core Academic Skills for Educators) exam or equivalent scores
- Two Educator Preparation Program Recommendation Forms (page10)
- Official documentation of completion of General Education and pre-professional course requirements (college transcripts)
- Educator Preparation Program Recruitment Survey (page 11)
- Major Declaration Form

A candidate's admission to the Division's educator preparation program is based upon the following guidelines:

1. Successful completion of a minimum of forty-four (44) semester hours in General Education courses, which must include a grade point average of "2.75" or above (on a 4.0 scale) in Mathematics, Science and Communication coursework;

2. Successful examination scores on the Core Academic Skills for Educators (CASE) set by the state of Mississippi Department of Education:

- Reading (156), Writing (162), and Math (150); or
- Exempt with a SAT composite score of 990 or ACT score of at least 21 or a higher. Students who provide proof of a SAT composite score of at least 990 (verbal and quantitative) or an ACT composite score of 21 may be admitted to the Educator Preparation Program;

3. Recommendation forms from two professional(s), advisor(s) or faculty member(s) who can attest to your scholastic abilities, research and scholarly work, and work with K-12 students.

SECTION D: PRIOR EXPERIENCE WITH CHILDREN

List your prior experience working with children/youth and /or previous teaching experience.

Year	Type	Place	Age/Levels	Length/Hrs.

Student's Signature

Date

Students must ensure the following documents are on file prior to their review for admission to the Educator Preparation Program:

- Completed Application
- Signed Teacher Licensure Advisory Acknowledgement Form
- Written documentation of passing the CASE or equivalent scores
- Two Teacher Education Program Recommendation Forms
- Official documentation of completion of General Education and pre-professional course requirements

TO BE COMPLETED BY DEAN OF EDUCATION/FACULTY ADVISOR

Overall GPA in 44 semester units _____	CASE Score <u>OR</u> Exemption Score:
GPA in General Education coursework _____	CASE Reading _____ Math _____
Pre-professional Education in courses GPA (if applicable) _____	Writing _____
Two (2) Recommendations (circle) Yes / No	SAT Score _____ ACT Score _____
Date Admitted: _____	Date Approved by Selection & Review Comm.: _____

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Teacher Licensure Advisory Acknowledgement Form

The information provided below is to advise undergraduate candidates of current licensure requirements. This **Teacher Candidate Licensure Advisory** and licensure guidelines may change without notice. It is the responsibility of the candidate to remain abreast of licensure requirements. Teacher candidates must sign a statement of acknowledging receipt of this advisory.

1. Traditional Baccalaureate Teacher Education Program Candidate

A five year educator license is granted to applicants meeting all licensing requirements and completing a state approved or National Council for Accreditation of Teacher Education (NCATE) approved teacher education program from a regionally/nationally accredited institution of higher learning.

Minimum requirements for licensure:

- Educational courses
- A full semester of student teaching
- Praxis II Principles of Learning and Teaching Test
- Praxis II Specialty Area Test in degree area

Please visit the following link to identify specific test codes for assessments that have been validated for the state of Mississippi:

http://www.mde.k12.ms.us/ed_licensure/pdf/Praxis_test.pdf

Praxis tests are administered by the Education Testing Services (ETS). You may register by telephone at 1-800-772-9476 or www.ets.org/praxis.

Supplemental endorsements may be added to a valid three-year alternate route or five-year traditional Mississippi License.

Endorsements with 18 or 21 hours

Teachers who wish to add endorsements for most major subject areas may take the Praxis II test or have 18-21 hours of coursework.

*18 hrs are required if all coursework was completed prior to 9/1/04.

*21 hrs are required if any portion of the coursework was completed after 9/1/04.

***Grades must be C or higher

Endorsements with Approved Program

Some supplemental endorsements require an **approved program** of study. The programs are different at each college and for each endorsement. The **Dean of Education** or **designee** shall advise the teaching candidate of the required coursework, and an institutional recommendation must be signed by the Dean or Institutional Certification Officer in order to add the endorsement to the license.

Please visit the following website for information regarding the requirements for adding specific supplemental endorsements:
http://www.mde.k12.ms.us/ed_licensure/pdf/SUPPLEMENTAL_ENDORSEMENTS.pdf

2. Licensed Teacher Completing Master’s Degree

If a licensed teacher completes a master’s degree in a specific subject area endorsed by the Mississippi Department of Education, the individual will receive a Class AA license in that specific area.

If a licensed teacher completes a master’s degree in a general area of education, such as secondary education or curriculum and instruction, the individual will received a Class AA license in the area of their bachelor level degree earned if it is in a subject area endorsed by the Mississippi Department of Education.

- **This does not include special licenses such as educational leadership, school counseling, and other support services provided to students.**

Please visit the following website for information regarding the subject area endorsements:
http://www.mde.k12.ms.us/ed_licensure/pdf/SUPPLEMENTAL_ENDORSEMENTS.pdf

3. Basic Application for Procedure for Licensure

1. Download **Licensure Application Packet** (Form #OEL 02-04, Sec. A-F) at <http://www.mde.k12.ms.us/license.htm>
2. Read **Licensure Instructions and Checklist** (Form #OEL 02-04, Sec. A, pp1-3) to locate the license to which you are applying.
3. Collect documents required for your license and check the correlating boxes on **Licensure Checklist** (Form #OEL 02-04, Sec. A).
4. Complete **Licensure Application** (Form #OEL 02-04, Sec. B).
5. Send **Licensure Application Packet** and all documents required in your license category as a single **COMPLETE PACKET** to the Mississippi Department of Education, Office of Educator Licensure, Post Office Box 771, Jackson, MS 39205-0771.

Incomplete packets will be returned to the applicant with no action taken.

Please do not forget to sign and submit ***the Teacher Candidate Licensure Advisory Acknowledgment form*** with your **Educator Preparation Program** application.

.....
Print Name: _____

Student’s Signature Date

**ACKNOWLEDGEMENT OF
NATIONAL EDUCATION ASSOCIATION (NEA) CODE OF ETHICS**

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly-
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a noneducator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assembly

Please do not forget to sign and submit *the National form* with your ***Educator Preparation Program*** application.

.....
Print Name: _____

Student's Signature

Date



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RECOMMENDATION FORM

The student named below has applied for admission to the Division of Education's Educator Preparation Program. **Please complete this form and return to the Office of the Dean of Education in Holmes Hall.**

PART A: STUDENT INFORMATION

Please use this form to secure a recommendation from your advisor and a full- or part-time Tougaloo College faculty member.

Student Name: _____ Student ID: _____

The information received in connection with this request for admission will be placed in the student's file and will be available to the applicant.

PART B: ADVISOR, FACULTY, PROFESSIONAL SECTION

Please mark the column using the scale below to provide information that will be used in the process of evaluating the candidate for admission to the Division of Education, Educator Preparation Program.

1=Unknown/Not enough information 2=Below Average 3=Satisfactory 4=Above Average 5=Excellent

EVALUATION AREA	5	4	3	2	1	COMMENTS	
Written communication skills							
Oral communication skills							
Willingness to reflect/think critically							
Ability to organize work							
Leadership potential							
Character/Integrity							
Intellectual ability							
Personal initiative and motivation							
Potential for competence in subject area taught							
Capacity for caring for others							
Sensitivity to individual and cultural differences							
Professional behavior in field experience							
OVERALL RATING OF APPLICANT							
<input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average		<input type="checkbox"/> Satisfactory		<input type="checkbox"/> Below Average		<input type="checkbox"/> Not Known
RECOMMENDATION FOR ADMISSION							
<input type="checkbox"/> Recommend			<input type="checkbox"/> Recommend with reservations		<input type="checkbox"/> Do not recommend		

Print Name _____ **Circle One:** Advisor / Faculty / Professional

Signature _____ Date _____

Please return to the Office of the Dean of Education, Holmes Hall, Education Wing, Room 1.

