

Teacher Education Program (TEP) Application

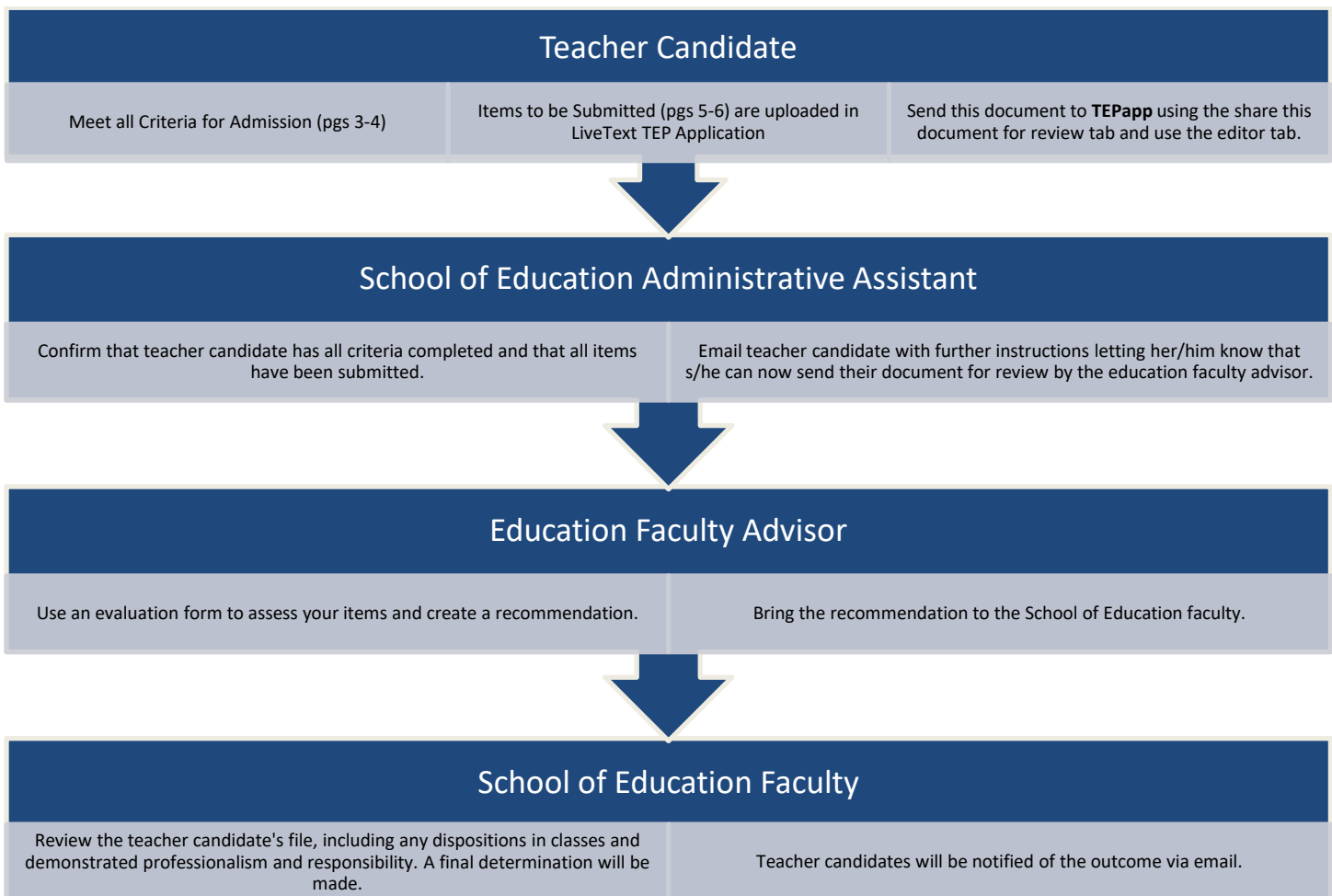
Southwest Minnesota State University
School of Education
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Phone: 507-537-7115

A student must make formal application for admission to the Teacher Education Program if he/she is working toward licensure in any Education major. Admission to the Teacher Education Program is a prerequisite for most 300 or 400 level Education methods courses.

Admission to the Teacher Education Program

All students will submit their application with LiveText. If you have not previously purchased LiveText, you may do so by contacting the Barnes & Noble Campus Bookstore at 507.337.1450 or SM021@BNCollege.com.

Once a student has met all *Criteria for Admission* (pgs 3-4), he/she will start an application in LiveText. You will not be able to register for methods classes that require admission to the Teacher Education Program until you are formally admitted, so start this process early. **It is your responsibility to see that all forms are uploaded into your LiveText TEP Application.**



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Testing Options

Prior to application to the Teacher Education Program, all candidates must either take the MN NES Essential Academic Skills (EAS) Tests **OR** have received passing scores for any of the exams adopted by the Professional Educator Licensing and Standards Board (PELSB).

PELSB requires that all teachers moving to Tier 4 licensure in Minnesota have passed the **Minnesota National Evaluation Series Essential Academic Skills (EAS) Tests**, demonstrating competency in reading, writing, and mathematics. Students may take this examination any time after enrolling at SMSU and must have attempted the EAS tests prior to admission to the Teacher Education Program.

Additional exams adopted by PELSB include:

Multi-state NES Essential Academic Skills

Reading: 205

Writing: 214

Math: 213

MTLE Basic Skills Test (*this test was discontinued June 8, 2016*)

Reading: 240

Writing: 240

Math: 240

ACT Plus Writing

Taken February 2005 to present

Combined Score: 22

Combined English/Writing or ELA: 21

1600 SAT (New Version)

Taken March 1, 2016 to present

Reading + Writing: 550

Math: 570

2400 SAT (Old version)

Taken March 12, 2005 – February 28, 2016

Reading: 510

Writing: 510

Math: 520

GRE

Taken 2001 to August 11, 2011

Verbal Reasoning: 450

Analytical Writing: 3

Quantitative Reasoning: 540

GRE

Taken after August 11, 2011

Verbal reasoning: 150

Analytical Writing: 3

Quantitative Reasoning: 145

Praxis I

Taken prior to September 1, 2014

Reading: 173

Writing: 172

Math: 171

Praxis CORE

Taken September 1, 2014 to present

Reading: 156

Writing: 162

Math: 150

Deadlines

The School of Education professors formally admit teacher candidates February through April each year. Priority will be given to those candidates who have submitted their LiveText TEP Application before March 15.

Summer Transfer Students - If you have a requirement that will be met during the summer term, you may be conditionally admitted to the TEP and should apply during the summer/when admitted to SMSU. You will need to successfully meet the requirements for full admission in the following fall.

Criteria for Admission

Applicants to SMSU's Teacher Education Program (TEP) must:

1. Have completed at least 45 semester credits prior to applying and show evidence that a minimum of 60 semester credits will be satisfactorily completed at the end of the semester in which the application is being made.
2. The minimum GPA requirement can be met by option A or B or C:
 - **Option A:** 2.8 cumulative GPA from all transcripts from all colleges and universities attended. The cumulative GPA requirement for admission to Teacher Education is different from the transfer of credits and grades for admission to SMSU. Students may plan with an Education advisor to retake courses taken at SMSU or other colleges or universities in order to improve the cumulative GPA.
 - **Option B:** 2.8 GPA for at least two of the most recent four terms of college or university work. These two terms must each have a minimum of 12 semester credits of letter-graded coursework.
 - **Option C:** Admission to the TEP requires a cumulative GPA 2.8 for full admission. If a teacher candidate has a 2.5-2.79 GPA prior to admission to the TEP, the teacher candidate may be conditionally admitted and sign off that s/he understands that s/he cannot be moved forward to student teaching until his/her GPA reaches 2.8. TEP coding will not change until the teacher candidate being conditionally admitted acknowledges this GPA policy in writing.

The 2.8 cumulative GPA must be maintained for eligibility for student teaching. All "I", "IP" or "F" grades must be successfully resolved to maintain eligibility for student teaching. A "C" grade or better must be maintained in all Education/Special Education/TESL courses to maintain eligibility for student teaching.

Secondary/K-12 Teaching applicants must also fulfill any GPA requirement and course requirements set by the program/major they are enrolled in. A delay in student teaching may occur if these requirements are not met.

GPA for Teacher Candidates out of school for the last 5 years:

If a student has not taken coursework in the last 5 years, teacher candidates may use ED/SPED/ECSE/TESL coursework in the most recent years to be counted for the GPA for admission to the TEP and Student Teaching. There needs to be a 3.0 (B) GPA or better for the last 15 earned credits at SMSU.

3. Have completed the following courses (or the equivalent):
 - **ENG 151** (Academic Writing) **OR** **ENG 251** (Writing in Professions) with a minimum grade of 'B-' or better in one of the classes **OR** meeting PELS approved ACT/SAT scores **OR** passing scores on the NES EAS tests in Reading and Writing.
 - **COMM 110** (formerly SPCH 110) Essentials of Speaking & Listening or a comparable course with evidence of four speeches presented to the class (at least two must be individual speeches). Evidence may include: course syllabus or course outline or letter from the professor of record. COMM 110 or comparable course requires a minimum grade of 'B-' or better.
 - **MATH:** Goal 4 MATH class with a MATH prefix with a minimum grade of 'C' or better.
*All ELED majors will need to take MATH 110 as it is a prerequisite for MATH 129, which is required for the major.

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- **ED 101** (Introduction to Education & Lab) with a minimum grade of 'C' or better and a positive recommendation.
 - **ED 102** (Technology: Classroom Applications & Portfolio) with a minimum grade of 'C' or better.
 - **SPED 290** (Introduction to Special Needs & Lab) with a minimum grade of 'C' or better and a positive recommendation.
4. Demonstrated writing proficiency in education courses, documented in ED 101.
- In ED 101, students will submit a philosophy of education to their instructor for evaluation. Students who do not meet Education Department standards are responsible for working with the SMSU Writing Center to improve written work.
 - Submit a written essay as part of the application to the Teacher Education Program.
5. Attempting the NES Essential Academic Skills (EAS) tests. All teacher candidates must have taken the MN NES Essential Academic Skills (EAS) tests in Reading, Writing, and Math OR have met this requirement with ACT, SAT, or other PELS approved scores. Passing of the three EAS tests with scores of 520 or above are required for Tier 4 licensure. Teacher candidates who have not passed all three of the EAS tests must sign a letter of acknowledgement indicating their understanding that passing the EAS tests is a state requirement for Tier 4 licensure.

Items to be Submitted/Uploaded to LiveText TEP Application

1. Biographical Data Form

2. Essay

To demonstrate competency in written communication, you must submit a typed or a handwritten, two-three page essay on white 8 ½ x 11 inch paper. This essay will be reviewed for correctness in mechanics and spelling, and the ability to express ideas clearly. It should include information on why you have chosen teaching as a career, what you already know about teaching the age range for which you are applying, your experiences in a teaching setting and other experiences, and any additional characteristics you have which will make you a good teacher.

3. Academic Reference Form

This form is to be completed by a faculty member from a class you have taken at SMSU or another University, college, or technical school, where the teacher candidate has taken coursework. Secondary/K-12 majors must have their content area advisor complete this form.

4. Education Faculty Reference Form

This form is to be completed by a faculty member from a class you have taken at SMSU or another University, college, or technical school, where the teacher candidate has taken coursework.

5. Teacher Education Readiness Inventory Form

This form is to be completed by the teacher candidate as a self-evaluation.

6. Student Dispositions Self-Assessment Form

This form is to be completed by the teacher candidate as another self-evaluation.

7. Verification of Experience with Children/Adolescents Form

At least two experiences are needed; complete one form for each experience submitted.

8. Permissions and Understandings Form

Read, sign, date, and submit with your application.

9. Professional Dispositions Acceptance Form

Read, sign, date, and submit with your application.

10. Confirmation of Liability coverage

All SMSU Education students must hold personal liability insurance in an amount comparable to professional standards (minimum of \$1,000,000). The coverage runs from September 1 through August 31 of the following year and must be renewed annually. The cost is \$40 for the year. Apply online at www.nea.org, then click on "Join NEA" up at the top. Keep your confirmation email as evidence needed for field experiences and coursework.

11. Minnesota National Evaluation Series Essential Academic Skills Test

Attempting the NES Essential Academic Skills (EAS) tests. All teacher candidates must have taken the MN NES Essential Academic Skills (EAS) tests in Reading, Writing, and Math OR have met this requirement with ACT, SAT, or other PELS approved scores. Passing of the three EAS tests with scores of 520 or above are required for Tier 4 licensure. Teacher candidates who have not passed all three of the EAS tests must sign a letter of acknowledgement indicating their understanding that passing the EAS tests is a state requirement for Tier 4 licensure.

12. Enrollment in the Education listserve

All teacher candidates need to subscribe to the Education list serve, as this is how we send program information, scholarships, deadlines, job opportunities, meetings, events and more out to students. To subscribe to the listserve:

- Send a **BLANK** email to join-smsu-emsp@lists.minnstate.edu.
- **Leave the subject line and body of the email BLANK.** This includes any "signature" you have set up.
- You will receive a confirmation email from **Lyris ListManager**. You will need to click the link within the email to confirm your subscription.
- Keep this email. You will include this in your LiveText TEP Application file when you apply to the Teacher Education Program.

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13. Intro to Education (ED 101) Classroom Experience Reference Form

The classroom mentor teacher with whom you completed your classroom field experience hours will fill out this form. If you took this class at SMSU, you can find your evaluation in LiveText. If you are transferring in the Introduction to Education class from another institution, you will need to request a copy of the field experience evaluation from that institution's Placement Office.

14. Intro to Special Needs (SPED 290) Classroom Experience Reference Form

The classroom mentor teacher with whom you completed your classroom field experience hours will fill out this form. If you took this class at SMSU, you can find your evaluation in LiveText. If you are transferring in the Introduction to Education class from another institution, you will need to request a copy of the field experience evaluation from that institution's Placement Office.

Teacher Candidates Holding a Previous degree

Teacher Candidates with a B.A. or B.S. Degree without Licensure

- Any teacher candidate already holding a bachelor's degree but who does not hold a teaching license, must meet the admission criteria identified above and be accepted into the program before taking most 300 or 400 level methods courses in Education toward the licensure program.

Teacher Candidates with an AA Degree

- Can be admitted on a conditional basis if they have not taken ED 102 Technology
- Can be conditionally admitted, and moved to full admittance upon successful completion of required courses
- AND, Must be enrolled in these courses for **the next semester**
- Students in the ECE/ELED majors may register for the junior year experience classes (ED 402 Early Literacy and Linguistics & Lab, ED 344 Elementary Social Studies Methods & Lab, ED 443 Action Research I, and ED 361 Elementary Math Methods & Lab).

Note: Employment in an educational setting will not count for credit in methods classes.

Licensed Teachers

Licensed teachers, who plan to add a new licensure, will be asked to submit the biographical data form, transcripts of all college or university studies, copy of current teaching license, and evidence of liability insurance. A customized plan will be developed upon review of the information provided.