

Winston-Salem State University

APPLICATION TO EDUCATOR PREPARATION PROGRAM

Program Advisor Instructional Guide and Checklist

Note: Completed applications must be in the Office of the Senior Associate Dean at least two weeks before presentation to Professional Education Committee to avoid delay of consideration. Program coordinators are expected to discuss completed contents of application packet with applicants.

SECTION 1: COORDINATOR'S REVIEW OF APPLICATION

NAME OF CANDIDATE:	DATE:
CLASSIFICATION: <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Transfer <input type="checkbox"/> Licensure only <input type="checkbox"/> Second degree <input type="checkbox"/> Other (specify)	BANNER NUMBER:
	WSSU EMAIL ADDRESS:
	PROGRAM ADVISOR:
MAJOR/CONCENTRATION: <input type="checkbox"/> Bachelor of Science in Teaching: Secondary English <input type="checkbox"/> Bachelor of Science in Teaching: Secondary Mathematics <input type="checkbox"/> Bachelor of Science in Teaching: Middle Grades Education: <ul style="list-style-type: none"> <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> English Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Bachelor of Science in Teaching: Special Education – General Curriculum <input type="checkbox"/> Birth through Kindergarten Education <input type="checkbox"/> Elementary Education <input type="checkbox"/> English as a Second Language <input type="checkbox"/> Music <input type="checkbox"/> Physical Education	
INSTRUCTIONS TO PROGRAM/CONCENTRATION COORDINATORS: Before forwarding the candidate's file and application to the senior associate dean, please verify that the candidate has met <u>all</u> of the following requirements. Your signature confirms your certification that all requirements have been met and that any exceptions – with appropriate justification provided – have been noted. Concerns about the candidate's status should be discussed between the program/concentration coordinator and the senior associate dean/Professional Education Council (PEC) chair prior to the meeting in which the candidate is to be presented for approval.	
The candidate has a minimum grade of "C" or better in all Written Communication courses, as required by major (Note: the grade must be a minimum of "C", not "C-")	<input type="checkbox"/> Yes <input type="checkbox"/> No Grade: _____
The candidate has a minimum grade of "C" or better in all Mathematics and Quantitative Literacy courses, as required by major	<input type="checkbox"/> Yes <input type="checkbox"/> No Grade: _____
The candidate has a minimum grade of "C" or better in all Oral Communication courses, as required by major	<input type="checkbox"/> Yes <input type="checkbox"/> No Grade: _____
The candidate has a minimum cumulative grade point average of 2.5 (as shown in Banner). <ul style="list-style-type: none"> • The candidate's cumulative GPA as shown in Banner is _____ • Semester and year for which this grade is posted: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II Year: _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No
The candidate has earned a minimum of 45 credit hours <ul style="list-style-type: none"> • Total number of credits earned: _____ • Final semester and year credits earned: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II Year: _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>The candidate has completed the Application for Admission to an Educator Preparation Program. Note: Applications should be submitted to the program coordinator or, in the case of applications for the B.S. in Teaching, they should be submitted to the coordinator of the concentration program.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The candidate has included three <u>acceptable</u> character references. Note: Completed reference forms should be submitted in a <u>sealed envelope, with signature across the seal</u>, to the program coordinator; applications for the B.S. in Teaching should be submitted to the coordinator of the concentration program.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The candidate has completed the Candidate Dispositions Self-Assessment. Note: The completed self-assessment should be submitted to the program coordinator or, in the case of applications for the B.S. in Teaching, to the coordinator of the concentration program.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The candidate has met the official Praxis Core score requirements or has acceptable SAT or ACT scores in lieu of Praxis Core scores. The candidate's scores for the test components, as verified by presentation of official scores from ETS, are as follows. Include the test date(s) for all scores:</p> <p>1. Praxis Core</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reading (minimum 156): _____ <input type="checkbox"/> Writing (minimum 162): _____ <input type="checkbox"/> Math (minimum 150): _____ <input type="checkbox"/> Composite (minimum 468): _____ <p>OR</p> <p>2. SAT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Math (minimum 550) <input type="checkbox"/> Verbal (minimum 550) <input type="checkbox"/> Composite 1100 <p>OR</p> <p>3. ACT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Math (minimum 24) <input type="checkbox"/> English (minimum 24) <input type="checkbox"/> Composite (minimum 24) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The candidate has successfully passed WSSU's Educator Preparation Program Interview for Admission.</p> <p>Date of Interview _____</p> <p>The interview rubric must be included in the candidate's application packet submitted to the senior associate dean. As a reminder, program/concentration coordinators must discuss the candidate's scores with him or her. This should occur before the candidate is recommended for admission to an Educator Preparation Program.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The candidate has submitted an <u>acceptable</u> essay.</p> <ul style="list-style-type: none"> • Date Essay was completed: _____ • Date Essay was scored: _____ <p>The Curriculum Materials Center staff member will forward the completed essay to the senior associate dean, who will record the date the essay was received and forward it to the official reviewer for scoring and feedback. The scored rubric will be returned to the senior associate dean, who will forward the rubric and a letter to the applicant, with a copy to the program coordinator. The letter outlines next steps the candidate is advised to take to improve writing performance and includes the link to the list of resources.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Click here to access the Educator Preparation Program (EPP) information and application materials, or paste this link into your browser: http://www.wssu.edu/casbe/academics/departments/educ/epp/default.aspx</p>	

SECTION 2: COORDINATOR'S CERTIFICATION OF APPLICATION

TO BE COMPLETED BY THE PROGRAM/CONCENTRATION COORDINATOR

The application packet for admission to an Educator Preparation Program is complete and is submitted to the senior associate dean on the date shown below.

Program/Concentration Coordinator

Date

SECTION 3: ACTION BY THE SENIOR ASSOCIATE DEAN/PEC COORDINATOR

TO BE COMPLETED BY THE SENIOR ASSOCIATE DEAN

The application packet is complete and is ready for recommendation to the Professional Education Council.

- Yes
- No

If not ready, indicate the reason(s), and return the packet to the program coordinator for completion.

Senior Associate Dean/PEC Chair

Date

- Approved
- Returned

TO BE COMPLETED BY THE SENIOR ASSOCIATE DEAN UPON RESUBMISSION, IF APPLICABLE

The application packet is complete and is ready for recommendation to the Professional Education Council.

- Yes
- No

If not ready, indicate the reason(s), and return the packet to the program coordinator for completion.

Senior Associate Dean/PEC Chair

Date

- Approved
- Returned

SECTION 4: ACTION BY THE PROFESSIONAL EDUCATION COUNCIL

TO BE COMPLETED BY THE SENIOR ASSOCIATE DEAN

Action by the Professional Education Council on the candidate's application for admission to the Educator Preparation program:

- Approved
- Approved with conditions (specify)
- Not approved (specify reason)

Senior Associate Dean/PEC Chair

Date