APPLICATION FEE: $50.00
Essay Scoring Fee: $20.00

I. Who Should Apply
Candidates with a completed bachelors degree from an accredited institution.

II. The Application Period
The College of Education considers applications for admission to the Post Bachelor Teacher Certification program twice a year. The Post BA application deadline for January 2007 admission is September 15, 2006. Contact our office at (517) 353-9680 for details. Using any web browser-equipped computer, access the following web site to submit your application and to register for the on-line essay portion of the application. http://ott.educ.msu.edu/essay/sea/app/loginPBA.asp. Admission decisions for January 2007 admission will be mailed to applicants in late November 2006.

III. Application Fee
Post BA applicants must include a $50.00 non refundable application fee, plus a $20.00 essay scoring fee to be considered for admission (applicants who are not offered admission during this academic cycle may submit one more application without additional application fee providing it is submitted during one of the next two admission cycles. However, the essay scoring fee of $20.00 is required for each application period.) Checks or money orders must be made payable to Michigan State University. Credit card payments may be made via the internet at http://ed-web2.educ.msu.edu/webcredit/saffairs1/.

IV. Where to Apply
Applications are to be filed electronically on-line. Additionally, a paper copy of your application must be submitted to 134 Erickson Hall, East Lansing, MI 48824 prior to sitting for the essay portion of this application. The application fee must be included with the paper copy.

V. Admissions Process
Individuals seeking initial teacher certification must be formally admitted to the College of Education through the application process. A limited number of places are available. Student demand for our program combined with the need for quality teacher education has resulted in the implementation of enrollment limitations. Consequently, today’s admissions criteria are more stringent than in the past and include consideration of space availability, grade point average and a written composition. Applicants are expected to have substantial courses completed (with a minimum 2.75 GPA) toward their teaching major and/or minors to be considered for admission to the Post Bachelor program. Post BA applicants must meet standards set by our undergraduate applicants.

Post Bachelor students who meet the minimum admission criteria (overall gpa of 2.75 or higher, as well as a 2.5 gpa in the teaching major and/or minors) and have reported passing scores to MSU for all three components of the Michigan Test for Teacher Certification Basic Skills test (from the October 2006 test or earlier) must complete an on-line application for admission, and must register for and successfully complete the on-line essay examination.

When you file your application on-line, you will select an essay session date and time during which you will write your essay. Those who apply earliest will have the widest choice of essay times and dates. Using any web browser-equipped computer, access the web site: http://ott.educ.msu.edu/essay/sea/app/loginPBA.asp to file your application on-line and to register for the essay portion of the application. You will need your active, valid email address to log on to the site. You will be given a unique application password via return e-mail. That unique password will be necessary to complete the application process!

After submitting your on-line application, your essay reservation date, time and place will be confirmed via e-mail. Make a note of your essay date, time and place and be sure to arrive at the appointed essay site at least twenty minutes BEFORE your appointed time. Bring your picture student identification and your application identification password to the essay writing site. Do not bring a dictionary, thesaurus, backpack, books, computer disk, or computer software, food or drink to the essay writing site. You will have one hour to complete the essay portion of the application process. You will be permitted to use your choice of the computer laboratory word-processing software, and the spell/grammar check features to complete your essay within the allocated time. You will not be permitted to enter the essay site late or to leave early. You will not be permitted to print out or save a copy of your essay, except as directed at the time of writing. Software used to check for cheating will be used on all essays submitted. Any evidence of plagiarism, cheating or falsification may be a basis for being denied admission to the program.
On-line essay must be completed no later than September 30, 2006

MSUs Teacher Certification Program seeks teacher candidates with these, among other, characteristics:

- Curiosity about and appreciation of other peoples cultures and/or perspectives
- Persistence in the face of challenges and/or obstacles
- Motivation to learn and willingness to take intellectual risks
- Engagement with issues of equity
- Courage to take principled stands even when others disagree
- Tolerance for uncertainty and willingness to withhold judgment while gathering more information and gaining insight.

Write a description of how you have demonstrated one or both of the following characteristics in your life. A good way to approach this is to tell a story about an incident or event, then explain how it demonstrated the characteristic(s) your selected.

- Motivation to learn and willingness to take intellectual risks.
- Courage to take principled stands even when others disagree

The essay you write will be rated using a focused, holistic scoring rubric where the criteria are considered together on a single descriptive scale. Scorers rate the overall quality of the writing using the following:

**UPPER-RANGE**: These papers clearly engage the issue identified in the prompt and demonstrate superior skill in organizing, developing, and conveying in standard written English the writer’s ideas/connections about the topic.

6 **EXCEPTIONAL**: These papers take a position of the issue defined in the prompt and support that position with extensive elaboration that is pertinent, clear, and detailed. Explicit connections between the experience and the concept of teaching and/or learning are logical and go beyond platitudes or superficial relationships. Organization is clear, coherent, and logically sequenced. These papers display outstanding and consistent facility in the use of language with no surface errors while demonstrating syntactic variety and appropriate word choice.

5 **SUPERIOR**: These papers take a position on the issue defined in the prompt and support that position with moderate elaboration that is pertinent, clear and with reasonable detail. Generally explicit connections between the experience and the concept of teaching and/or learning are evident with some depth in perception of relationships. Organization is at least clear and reasonably sequenced. These papers display adequate facility in the use of language though may have one or two surface errors and demonstrate at least some syntactic variety and range of vocabulary.

**MID-RANGE** Papers in the middle range demonstrate engagement with the issue identified in the prompt, but do not demonstrate the evidence of writing skill that would mark them as outstanding.

4 **COMPETENT**: These papers take a position on the issue defined in the prompt and support that position with some elaboration that is pertinent and with some detail. General explanation makes connections between the experience and the concept of teaching and/or learning, but they may be questionable or mostly implicit. Organization is at least generally clear with adequate, but possibly inconsistent facility in the use of language with perhaps a few surface errors that don’t seriously affect readability. These papers demonstrate at least some syntactic variety and range of vocabulary.

3 **ADEQUATE**: These papers take a position on the issue defined in the prompt and support that position with only a little elaboration and with little or no detail. General explanation of connections between the experience and the concept of teaching and/or learning is insufficient or superficial. Organization is at least generally satisfactory with adequate, but possibly inconsistent facility in the use of language with perhaps a few surface errors that don’t seriously affect readability. These papers demonstrate at least some syntactic variety and range of vocabulary.

**LOWER-RANGE**: Papers is the lower range fail in some way to demonstrate proficiency in language use, clarity of organization, or engagement of the issue identified in the prompt.

2 **WEAK**: While these papers take a position on the issue defined in the prompt, support of that position is insufficient and/or superficial. General explanation of connections between experience and the concept of teaching and learning contains irrelevant specifics along with few or no details. These papers display serious disorganization or underdevelopment Unsatisfactory facility in the use of language is evident as well as serious and frequent errors in sentence structure and usage.

1 **INADEQUATE**: These papers show a failed attempt to engage the issue defined in the prompt, lack support, and are absent of any connections to learning and teaching. The problems with organization or language are so severe as to make the writer’s ideas very difficult to follow.
VI. Requirements To Qualify for the Internship Year
To be eligible for the internship year students must have completed all teaching major and/or teaching minor(s) requirements as well as teacher certification coursework. Students must have the bachelor’s degree awarded prior to beginning the internship. Students will be held to a minimum GPA of 2.5 for each of the following: university overall cumulative GPA, teaching major, teaching minor(s) and required education courses with no individual grade in a TE/CEP course below a 2.0. Students must also meet the College of Education’s technology requirement, testing requirements and professional standards.

VII. Majors and Minors
Candidates for admission must apply into only those majors and minors specific to Teacher Certification. Please indicate on the application your major and/or minor choices based on the level of certification you seek:

**Elementary:** choose one integrated teaching major or one disciplinary (departmental) teaching major or two disciplinary teaching minors.

**Child Development:** is an elementary certification option which requires a Language Arts or Social Studies teaching major. Other teaching majors may be allowed with departmental approval.

**Special Education:** is an elementary certification major. Pre-admission experience form required. See College of Education website at [www.educ.msu.edu](http://www.educ.msu.edu), See “Info for Students”, then click on “Teacher Education Forms” or call (517) 355-1871 to obtain the form.

**Secondary:** choose a teaching major and a teaching minor.

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**MSU MAJORS FOR ELEMENTARY TEACHER CERTIFICATION**

<table>
<thead>
<tr>
<th>Major</th>
<th>Language Arts</th>
<th>Social Studies-James Madison</th>
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<tbody>
<tr>
<td>Child Development</td>
<td>Russian</td>
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<tr>
<td>East Asian Language &amp; Culture (Japanese)</td>
<td>Mathematics</td>
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<tr>
<td>English</td>
<td>Russian</td>
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<tr>
<td>French</td>
<td>Social Studies</td>
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<td>German</td>
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<tr>
<td>Integrated Science</td>
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<td>Opt 1. History Concentration</td>
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</table>

**MSU DISCIPLINARY MINORS FOR ELEMENTARY TEACHER CERTIFICATION**

(i) Computer Science
(ii) East Asian Languages and Cultures (Japanese)
(iii) English
(iv) Environmental Science
(v) French
(vi) Geography
(vii) German
(viii) History
(ix) Mathematics
(x) Russian
(xi) Spanish
(xii) Teaching English to Speakers of Other Languages (TESOL)

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1 Group subject area (major-minimum 36 credits/minor-minimum 24 credits)
2 Social Studies certification can be obtained through James Madison College majors in International Relations, Political Economy, Social Relations, or Political Theory & Constitutional Democracy.
3 Special Education, a K-12 endorsement, is only available with elementary certification. The following majors are available through the Special Education Department: Deaf Education and Learning Disabilities. The Special Education department requires verification of experience working with special needs children. Contact the Special Education Department at (517) 432-2371 to request further information and the form for verification of hours. Special Education students generally choose Language Arts integrated teaching major, other integrative teaching majors, or disciplinary majors or two minor option from the elementary education program may be allowed with departmental approval.
4 Leads to certification in Social Studies
5 An elementary endorsement major, to be completed with the Language Arts or Social Studies major. See Human Ecology advisor regarding the Child Development major.
6 Requires BS110 and ZOL355 as prerequisites
### MSU Disciplinary Majors for Secondary Teacher Certification

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<thead>
<tr>
<th>Major</th>
<th>English</th>
<th>French</th>
<th>German</th>
<th>History</th>
<th>Journalism</th>
<th>Mathematics</th>
<th>Music</th>
<th>Physical Science</th>
<th>Physics</th>
<th>Russian</th>
<th>Social Studies-Interdisciplinary</th>
<th>Social Studies-James Madison</th>
<th>Spanish</th>
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### MSU Disciplinary Minors for Secondary Teacher Certification

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<th>Political Science</th>
<th>Psychology</th>
<th>Religious Studies</th>
<th>Russian</th>
<th>Sociology</th>
<th>Spanish</th>
<th>Teaching English to Speakers of Other Languages (TESOL)</th>
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1. Group subject area (major-minimum 36 credits/minor-minimum 24 credits)
2. Secondary level (K-12 subject area)
3. Comprehensive secondary major, K-12, no minor required.
4. Social Studies certification can be obtained through James Madison College majors in International Relations, Political Economy, Social Relations, or Political Theory & Constitutional Democracy.
5. Pending final approval from the Michigan Department of Education. Check with head advisor in 134 Erickson Hall regarding availability of this major.
7. Available to Biology majors or Agriscience or Biology minors only.
VIII. The Application
The application for admission to the Teacher Certification Program at Michigan State University consists of:

- Electronic completion of the Personal Information page (also submitted in hardcopy page)
- Electronic completion of the Required (not scored/rated) background information, listing experience, employment, honors and awards, and extracurricular/community activities and personal interests
- Electronic registration for the essay portion of the application. (Date, time and place confirmed via e-mail)
- Electronic submission of your essay on the date, time and place designated.

You must submit the following (hardcopy/paper) application materials to the College of Education, 134 Erickson Hall, Attn: Patti Prince.

- Personal Information and Background Information Sheet
- Application fee of $50.00
- Essay scoring fee of $20.00
- Conviction Disclosure signature sheet
- For Special Education applicants, verification form of experience with special needs students. Contact (517) 355-1871 to obtain form or see College of Education website.
- Transcripts (or copies of) from ALL institutions attended, including MSU.*

At the Essay site, **be prepared to show Personal Identification with a picture and your application password!**
**Arrive at your essay writing site on the specified date at least 20 minutes prior to your appointed time with the appropriate entry materials!!**

To be eligible for admission, this information is required and will be obtained by the College of Education, Student Affairs Office.

- MTTC Basic Skills passing scores must be reported officially to Michigan State University.
- For current MSU undergraduate students MSU SISINFO records must show AOP placement scores and completion of MTH 1825 and/or ATL 1004/0102 or higher level courses

**NOTE:** In addition to the enclosing copies of all transcripts with your hard-copy application, an **official transcript** must be sent from the degree-granting institution(s) to the MSU Office of Admissions and Scholarships, room 250 Hannah Administration Building, East Lansing, Michigan 48824.

Revised June 8, 2006
POST BACHELORS CANDIDATE APPLICATION FOR ADMISSION TO THE TEACHER CERTIFICATION PROGRAM

PERSONAL INFORMATION:
(Ms.) Name: (Mr.) ___________________________ ___________________________ ___________________________ PID: __________________________

Last Maiden First M.I.

Social Security #: _________________________ E-Mail Address: __________________________

Address: ______________________________________________________________________________________________

Street Apt. # City State Zip

Phone #: (______)________________________

ETHNIC ID: ___ African-American (non-Hispanic) ___ Asian/Pacific Islander ___ Chicano/Mexican-American

(OPTIONAL) ___ American Indian/Alaskan Native ___ Caucasian (non-Hispanic) ___ Hispanic

MAJOR CHOICE:
What Level do you plan to teach? (Choose one.)

_____ Elementary (Identify one major or two minors*)

_____ Secondary (Identify one major and one minor)

Please indicate the Teaching Majors and/or Minors to which you are making application: (See attached list.)

_________________________________

_________________________________

MAJOR MINOR 1

_________________________________

_________________________________

MAJOR* MINOR 2

*Child Development majors must identify Child Development and Language Arts (or Social Studies) as majors unless exception approved by FCE advisor.

*Special Education majors identify Special Education and Language Arts as majors unless exception approved by Special Education advisor. Indicate below your choice of endorsement area:

_____ Deaf Education _____ Learning Disabilities

BASIC SKILLS REGISTRATION DATE
On what test date will you take the Basic Skills test? _____ July 8, 2006 _____ October 14, 2006

_____ I took the Basic Skills test on ________________________

OTHER INFORMATION
List ALL colleges/universities attended, dates attended and degrees earned. (You must attach copies of transcripts from these institutions to your application, including the Michigan State University transcript or “Stu Info”, “Courses by Subject” listing.)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Are you currently enrolled at MSU? __________ Under what status: _______________________________________________

_________________________________________________________________________________________________________________

OFFICE USE ONLY

EID TMJR FC CLS OGPA MAJGPA/cr MIN #1GPA/cr MIN #2 GPA/cr ESSAY TOT

REC START DATE: _______ INTERNSHIP: _______

MSU is an affirmative action, equal opportunity institution
### Background Information

**Listing of Experience** - WILL NOT be rated. Please read entire page before beginning.

In the spaces below, list your experience to date. Print clearly or type. This listing WILL NOT be rated; it provides background to the required essay.

**Teaching and other activity with children**, volunteer or paid. (list most recent experience first).

<table>
<thead>
<tr>
<th>Position or role</th>
<th>Description of Activity</th>
<th>From Mo Yr</th>
<th>To Mo Yr</th>
<th>Total # hours</th>
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**Employment history**  (Include paid employment only, and start with your most recent job. Do not include any item already included above).

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Description of Duties</th>
<th>From Mo Yr</th>
<th>To Mo Yr</th>
<th>Total # hours</th>
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</table>

**Honors and awards** since age 18 (include granting organization and date received)

<table>
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<tr>
<th>Organization</th>
<th>Date</th>
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**Extracurricular/community activities and personal interests**


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*MSU is an affirmative action, equal opportunity institution*
Michigan State University
Conviction Disclosure Form

The Michigan State Board of Education has authority under Part 10 Administrative Hearings, of the Administrative Rules Governing the Certification of Michigan Teachers, to deny, suspend or revoke a teaching certificate (R 390.1201).

Students and certification candidates are asked to provide responses to critical questions of moral character prior to (1) admission to the teacher education program, (2) intern teacher placement, and (3) recommendation for initial teacher certification, renewal of provisional certification and/or professional certification. An applicant who has been convicted as an adult of a felony or misdemeanor involving questions of moral turpitude may be denied admission, field placement or recommendation for certification. An applicant who has been convicted of such a felony or misdemeanor at any point in his or her academic program will be granted a hearing prior to a final decision regarding admission, field placement or recommendation for certification. Such a hearing will be initiated by the College of Education and referred to the Hearing Board of the Undergraduate Education Policy Committee for review and recommendation.

Supply the following information:

Answer each question by checking “yes” or “no”. If you answer “yes” to any question, please provide complete information on the back of this sheet.

A. Have you been dismissed, resigned from, entered into a settlement agreement or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?  ___ Yes  ___ No

B. Did you ever receive a discharge from the Armed Forces of the United States, which was other than “Honorable”?  ___ Yes  ___ No

C. Have you ever been convicted in Michigan or any other state jurisdiction of any crime (misdemeanor or felony) other than minor traffic violations, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime?  ***  ___ Yes  ___ No

D. Do you currently have any criminal charges pending against you?  ___ Yes  ___ No

E. Have you ever had an application for a teaching credential in Michigan or any other jurisdiction denied?  ___ Yes  ___ No

F. Have you ever had a teaching credential issued in Michigan, or any other jurisdiction suspended, revoked, nullified, or otherwise invalidated?  ___ Yes  ___ No

G. Have you ever had a teaching credential issued in Michigan or any other jurisdiction retain its validity with a conditional agreement?  ___ Yes  ___ No

H. Have disciplinary proceedings ever been initiated against your Michigan teaching credential or your teaching credential issued by any other jurisdiction?  ___ Yes  ___ No

***Submit a copy of the Register of Action (ROA) and/or other court records including the charge(s) and disposition of the case.

(CONTINUED ON BACK)
1. If you answered yes to question C, please answer the following questions for each conviction.
   (You may attach a separate sheet, if necessary.)
   
   a) What specific crime? ______________________________________________________
      Fully explain the circumstances. (Attach an additional page if necessary.)
      __________________________________________________
      __________________________________________________
      __________________________________________________
   
   b) What was the date of conviction? _____________________________________________
   
   c) In what city and state did this occur? __________________________________________
   
   d) In what court were you convicted? ____________________________________________
   
   e) Please provide any other facts that you consider relevant to this conviction:
      __________________________________________________
      __________________________________________________
      __________________________________________________

2. If you answered yes to any other question on the previous sheet, fully describe the nature of the issue, and the item to
   which you are responding. (Attach an additional page, if necessary.)
   __________________________________________________
   __________________________________________________
   __________________________________________________

RELEASE:

I declare and affirm, under penalty of committing fraud in the application process, that all the statements made in the
foregoing application, including its accompanying statement or form, are true, complete and correct. I further declare and
affirm that any conviction that occurs subsequent to the date of this application but prior to the issuance of any certificate will
be reported, in writing, to the Certification Officer, 134 Erickson, Michigan State University, East Lansing, MI 48824.

By signing this form, I consent to the release of information to Michigan State University for the purpose of ascertaining my
moral character and to the State of Michigan, Office of Professional Personnel Services, as necessary.

DATE __________________________

STUDENT #: _______________________

SIGNATURE ____________________________________________________________

NAME (Print) ____________________________________________________________

ADDRESS _____________________________________________________________

E-MAIL ________________________________________________________________

TELEPHONE _________________________