

**MASTER IN TEACHING**

**ELEMENTARY CERTIFICATION PROGRAM**

**APPLICATION PORTFOLIO**

**Summer 2019**

Priority Application Deadline

January 15, 2019

*It is the desire of the Elementary Certification Program, as well as the state of Washington, to prepare the best teachers possible. Therefore, we reserve the right to admit only the most highly qualified candidates to the Elementary Certification Program.* ***Simply meeting the admission requirements does not guarantee admission to the program.***

*Washington State University subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color , creed, national or ethnic origin, physical, mental, or sensory disability, marital statu s, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.*

# APPROXIMATE ADMISSIONS TIMELINE

**January 15, 2019** - *Priority Application Deadline.* Applicants submit a completed application portfolio including all required documentation.

**February 2019** - *Admissions Review*. Program Coordinator reviews application materials for completeness. MIT Committee reviews application materials. Applicants may be interviewed.

**Mid-March 2019** – Verification of GPA arrives from Graduate School. *Final admissions decisions are made*.

**Late-March 2019** – *Applicants notified of their admission status* and must notify WSU Tri-Cities if they intend to enroll in the program. Date to be announced in application notification letter.

**May 2019** – *Orientation* for new MIT students occurs. Summer session and MIT program begins.

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## Scholarship Opportunities

The Washington State University and the College of Education offer a variety of scholarship opportunities to graduate students in Education. If you wish to be considered for a scholarship, please visit the WSU scholarship web page at [https://tricities.wsu.edu/finaid/scholarships](https://financialaid.wsu.edu/Scholarships/) for application information. Application deadline for 2019-2020 academic year is January 31, 2019.

## MIT ELEMENTARY EDUCATION APPLICATION PROCESS

**Summer 2019**

**Priority Application Deadline: January 15, 2019**

Applicants complete an application for the WSU Graduate School and a separate application portfolio for the College of Education. In order to begin the MIT Program, an applicant must be admitted by both the Graduate School and the College of Education.

## Submit the following items to: The Graduate School

##  Washington State University

**P.O. Box 641030**

**Pullman, Washington 99164-1030**

 On-line “Application for Admission to Graduate School” at <http://gradschool.wsu.edu/.> The online application will require the following items:

 $75.00 non-refundable application fee

 Official transcripts sent **directly** to the Graduate School at the address above by the Registrar of

 each institution from which you have completed coursework after grade 12. The Graduate School

 has access to WSU transcripts.

 Names and email addresses of *three* people from whom you will be requesting professional letters of recommendation. The letter writers will be sent an email prompting them to submit an online reference letter on your behalf. ***This process can take 14-21 days. Applicants are advised to track reference letters to ensure that the application is complete by the priority deadline.***

## Submit the following items to: MIT Elementary Program

 **Helen Berry**

**WSU Tri-Cities College of Education 2710 Crimson Way**

 **Richland, WA 99354**

 Applicant Information Sheet

 Documentation of Completed Prerequisite Courses

 Official passing **West B scores must be received by January 15, 2019**. *Out-of-state applicants only* may submit passing scores on the Praxis I CBT, or the CBEST (California or Oregon) in lieu of the WEST-B.

* ***Passing WEST-B scores:*** *Reading-240, Math-240, Writing-240*
* ***Acceptable SAT or ACT scores may be submitted in lieu of WEST-B scores****. For acceptable scores, visit* [*https://education.wsu.edu/undergradprograms/teachered/basicskillstesting/*](https://education.wsu.edu/undergradprograms/teachered/basicskillstesting/)*.*

 Statement of Personal Commitment and Relevant Experiences

 Summary of Letters of Recommendation. Complete the form on page 5 in this packet.

 Documentation of Professional/Volunteer Experiences. Complete the form on pages 9-10 in this packet.

 Current Resume

## ADDITIONAL APPLICATION INFORMATION

**Application Portfolio**

This packet is considered the Application Portfolio and applicants must submit one copy to the College of Education. It is highly recommended that each applicant keep a copy for personal records.

## Prerequisite Courses

All prerequisite courses must be completed before the MIT elementary program begins in early May.

## Documentation of Professional and/or Volunteer Experiences

Applicants should discuss relevant professional or volunteer experiences working with children in settings such as public or private schools, camps, community services, or informal educational organizations. All applicants are strongly encouraged to have experiences with elementary age students in a public school setting. See page 9 for additional instructions.

## Statement of Personal Commitment and Relevant Experiences

The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed 5 typed pages (double-spaced). The statement will be evaluated on content, narrative flow, grammar and vocabulary. See page 7 for additional instructions.

## Summary of Professional Letters of Recommendation

Three letters, submitted on-line to the WSU Graduate School, are required for a complete application. (See page 8). Please inform each of your three reference writers to *discuss the following items* in support of your application: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your academic ability to do graduate-level work, and (4) your interpersonal skills. It is preferred that letters of recommendation directly support the experiences listed in the “Documentation of Professional and/or Volunteer Experiences.” Letters from faculty who can address your ability to succeed in graduate school are also appropriate. Letters from family members or friends will not be accepted.

## Test Requirements: WEST-B

[http://www.west. ne sinc.co m/](http://www.west.nesinc.com/)

Washington applicants must successfully complete the WEST-B in the areas of reading, writing, and mathematics scoring a minimum of 240 out of 300 for each subtest. Official *passing* WEST-B scores must be received by **January 15** prior to the program start date. ***Application files will not be reviewed until passing scores have been received.*** Select code **240** to ensure that the official WEST-B score report is sent to WSU College of Education (Pullman is the only WSU campus choice). Out-of-state applicants only may submit passing scores on the Praxis I, the Praxis I CBT, or the CBEST (California or Oregon) in lieu of the WEST-B. ***Acceptable SAT or ACT scores may be submitted in lieu of WEST-B scores****. For acceptable scores, visit* [*https://education.wsu.edu/undergradprograms/teachered/basicskillstesting/*](https://education.wsu.edu/undergradprograms/teachered/basicskillstesting/)*.*

## Transcripts

Each applicant must provide *original transcripts in sealed envelopes* from each institution attended since grade 12 to the Graduate School. It is not necessary to submit WSU transcripts to the College of Education at WSU Tri-Cities or to the Graduate School at WSU Pullman.

## APPLICANT INFORMATION SHEET

**2019 MIT Elementary Certification Please Type or Print**

WSU Student ID Number NAME

ADDRESS CITY/STATE/ZIP

PHONE

Home Work Cell

WSU EMAIL

(if available, this is the email address we will use for department communication)

EMAIL

(only if no WSU email address)

DATE OF WEST-B EXAM

(completed or planned)

HAVE YOU PREVIOUSLY ATTENDED WASHINGTON STATE UNIVERSITY?

Yes

No

LIST ALL COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED.

LIST ALL DEGREES AWARDED AND DATE *OR* EXPECTED GRADUATION DATE

## DOCUMENTATION OF PROFICIENCY IN ELEMENTARY EDUCATION KNOWLEDGE AND SKILLS

The applicant must be able to document proficiency in the designated areas of knowledge and skills listed below: reading, writing, mathematics, life and physical sciences, U.S. history, geography, U.S. government/civics, and economics (see items 3-8).

The applicant is required to receive satisfactory scores of 240 on each WEST-B subtest in reading, writing, and mathematics or an approved Basic Skills test (see items 1-3).

Proficiency can be documented in the following ways:

1. **Reading** - Passing score (240) obtained on the WEST-B.
2. **Writing** - Passing score (240) obtained on the WEST-B.
3. **Mathematics -** Passing score obtained on the WEST-B(240) and one college-level mathematics course (100 or higher) with a grade of C or better (defined as a 2.0 on a 4 point scale) is required. Math 251 and/or 252: Math for Elementary Teachers is ***strongly encouraged***.
4. **Sciences** - Complete one biological and one physical science courses (7-8 semester credits) at the college/university level, with grades of C or better. One course must include a lab. An introductory biology course with lab and an introductory geology course is ***strongly encouraged***.
5. **U.S. History** - Complete a college/university level U.S. History course (any broad time period) with a grade of C or better. WSU courses, which may satisfy this requirement, include HIST 110, 111, 150, 314, 413, 415, 418, or 419.
6. **Geography** - Complete a college/university level geography course with a grade of C or better (e.g., Survey of World Regions, or Physical or Cultural Geography, etc.). WSU courses, which may satisfy this requirement, include HIST 120 *and* 121, or 495.
7. **American Government** - Complete a college/university level course in U.S. government/civics (course prefixes may be listed as Political Science, U.S. Government, etc.) with a grade of C or better. WSU courses which may satisfy this requirement include POL\_S 101, 300, or H\_D 410.
8. **Economics -** Complete a college/university level economics course (intro, micro, or macro) with a grade of C or better. WSU courses which may satisfy this requirement include ECON 101, 102, or 198.

NAME:

WSU ID Number:

MIT ELEMENTARY DOCUMENTATION OF PREREQUISITES

## COURSES

Please indicate all courses that you **have completed, are currently enrolled in, or that you PLAN to enroll in** to meet the prerequisite requirements. Credit will only be given to courses receiving a grade of “C” (2.0) or higher.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Requirement** | **Course Prefix and****#** | **COMPLETE Course Title** | **Credits** | **Grade (C or higher)** | **School** |
| **Economics** |  |  |  |  |  |
| **U.S. History** |  |  |  |  |  |
| **Geography** |  |  |  |  |  |
| **American Government** |  |  |  |  |  |
| **Math Proficiency** |  |  |  |  |  |
| **Science**Signify lab science by writing an (L) |  | (P) Physical:(B) Biological: |  |  |  |

## Applicants can fulfill the Math Proficiency requirement in any ONE of the following ways:

* + Obtain a score of 500 or above on the Quantitative section of the Graduate Record Exam (GRE).
	+ Complete one-college level courses in mathematics with a **grade of “C” or better.**
	+ Have received college credit by “advanced placement” for high school math courses. (Documentation must be provided to the College of Education before MIT classes begin in May.)

## STATEMENT OF PERSONAL COMMITMENT AND RELEVANT EXPERIENCES

The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed five typed pages (double-spaced). Please number each response and put your name on each page of the document.

While the narrative is a required portion of the MIT Application, not all applicants may be able to respond to every item. If you choose not to respond to a particular item, please explain why an item was not addressed. The statement will be evaluated on content, narrative flow, grammar and vocabulary.

## Contents of Statement:

1. **Personal commitment to teaching.**

Describe your personal commitment to youth and the teaching profession. Include in your response details about your experiences with children and youth and your personal qualities that demonstrate your ability to make a significant contribution to the teaching profession.

1. **Experiences with social service agencies, community agencies, and educational systems.** Describe your experiences, demonstrated commitment, and leadership roles when working with social service agencies, community agencies and/or educational systems.
2. **Experiences working with children/adults with special needs or diverse backgrounds.** Describe any experiences working with children and/or adults with special needs or diverse backgrounds in a school system, with family or friends, or in your community. Discuss the impact of these experiences on you, personally and/or professionally.

## Experiences demonstrating leadership, communication skills and initiative.

Describe experiences that have influenced or enhanced your communication skills, leadership skills, and initiative. Reflect on these skills and how they will influence your ability to be an exceptional teacher. While these experiences may have taken place in a structured environment such as the work place, it is also appropriate to discuss more “everyday” and personal experiences.

## Experiences with other languages and cultures.

Describe your experiences living and/or working with people from other cultures or socioeconomic groups. What did these experiences teach you about diversity and what might the implications be for you as a future teacher.

# SUMMARY OF PROFESSIONAL LETTERS OF RECOMMENDATION

Applicant Name Phone

Please complete the information listed below for each **re fe re nce write r**. It is preferred that letters of recommendation directly support your experiences listed in the “Documentation of Professional and/or Volunteer Experiences.” Letters from faculty who can address your ability to succeed in graduate school are also appropriate. (References from family members and friends will not be accepted).

***CRITICAL****: Reference letters must be received and processed by the Graduate School before the departmental application portfolio is considered complete. Applicants are encouraged to remain in close contact with reference letter writers to ensure letters are submitted as close to the January 15th application deadline as possible.*

NAME

ADDRESS (home or work) PHONE (home or work) PLACE OF BUSINESS (if appropriate)

RELATIONSHIP WITH REFERENCE WRITER

(employer, professor, etc.)

NAME

ADDRESS (home or work) PHONE (home or work) PLACE OF BUSINESS (if appropriate)

RELATIONSHIP WITH REFERENCE WRITER

(employer, professor, etc.)

NAME

ADDRESS (home or work) PHONE (home or work) PLACE OF BUSINESS (if appropriate)

RELATIONSHIP WITH REFERENCE WRITER

(employer, professor, etc.)

# DOCUMENTATIONOF PROFESSIONAL and/or VOLUNTEER EXPERIENCES

Applicant Name Phone

List your professional or volunteer experiences related to teaching or the education of youth, adolescents, and/or adults. Experience working with elementary-age children is strongly preferred.

## Examples of Work Experience:

## *Acceptable Experiences: Unacceptable Experiences:*

Coaching WSU Literacy Corps Babysitting Freshman Seminar Facilitator National Youth Sports Program Older Brother/Sister HEP Program Camp Counselor Nanny

Service Clubs: Boy/Girl Scouts Tutoring Programs Religious education Campfire, 4-H, Youth Groups College Teaching Assistant

Public School Paraprofessional

## Experience #1 (copies of this page may be made for additional experiences)

Place Worked

Dates of Work Experience/Total Hours Supervisor’s Name/Phone

Description of Duties (include grade level, age of students, nature of experience)

## Check all that apply:

Grade Level

 Preschool K-8th grade 9th-12th grade Adults Nature of Experience:

 Responsible for some teaching

 No teaching

 Public school Private school Informal schooling Describe experiences in this position working with diverse populations:

Applicant Name Phone

## Experience #2

Place Worked Dates of Work Experience/Total Hours

Supervisor’s Name/Phone

Description of Duties (include grade level, age of students, nature of experience)

## Check all that apply:

Grade Level

 Preschool K-8th grade 9th-12th grade Adults Nature of Experience:

 Responsible for some teaching

 No teaching

 Public school Private school Informal schooling Describe experiences in this position working with diverse populations:

# IMPORTANT INFORMATION FOR MIT APPLICANTS

To begin the first internship, MIT candidates are required to obtain clearance from the Washington State Patrol and the FBI. Clearance involves submission of the Character and Fitness Supplement to the College of Education Student Services. The form asks questions about moral character and criminal history. In addition, WSP and the FBI require fingerprinting as part of their background check. WSP and FBI clearance is also required (in addition to successful completion of all MIT coursework, state- mandated examinations and internships) for final awarding of the teaching certificate. Upon admission

to the MIT program, candidates will receive all of the necessary paperwork and fingerprinting information for clearance. Listed below are conditions that automatically prevent an applicant from being awarded a teaching certificate in the State of Washington.

## Automatic Denials for Certification

Convictions, including guilty pleas, involving any of the following:

1. Physical neglect of a child under chapter 9A.42 RCW
2. Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW)
3. Sexual exploitation of a child under chapter 9.68A RCW
4. Sexual offenses under chapter 9A.44RCW where a minor is the victim
5. Promoting prostitution of a minor child under chapter 9A.88 RCW
6. Sale or purchase of a minor child under 9A.64.030 RCW
7. Violations of similar laws to the above in another jurisdiction

*Washington State University subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.*

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## NOTIFICATION OF LIABILITY INSURANCE

Because accidents can happen very quickly in a K-12 classroom and you can be held financially responsible if the accident occurs while you are in the classroom, you are required to show proof of professional liability coverage ($1,000,000 minimum) before beginning any practicum experience in K- 12 classrooms. There are four options:

**WSU Experiential Liability Insurance Policy** $7.50 per year (effective date of payment + 365 days), form available from Academic Coordinator, fee payable at cashier’s office. ***Forms will be available during Practicum Orientation before Fall semester.***

**National Education Association Policy with NEA Membership** $22.50 per year (September 1 through August 31), journals, job opportunities/postings, membership rolls over from student status to

professional membership, sign up online at [https://www. nwpe.o rg/inde x.p hp/sec ure- nwpe- me mbership-](https://www.nwpe.org/index.php/secure-nwpe-membership-application) [application](https://www.nwpe.org/index.php/secure-nwpe-membership-application) with credit or debit card after July 1.

**Northwest Professional Educators (NWPE) Policy and Membership** $25 per year effective for a full calendar year, remains in effect after student teaching and when under contract or as a substitute teacher, journals, classroom resources, legal counsel, preferential ratings on grants and scholarships, sign up online at [https://ims. nea.o rg/HowToJo in/stateStude nt.do ? mbrType=S TUDENT&sea= wa](https://ims.nea.org/HowToJoin/stateStudent.do?mbrType=STUDENT&amp;sea=wa) with credit or debit card any time

**Personal Coverage** Check with your insurance provider for available options.