

## **CHECKLIST FOR ADMISSION TO TEACHER EDUCATION**

- I. Submit complete Teacher Education Admission Packet to the Teacher Education Office, including the following:
  - A. Signed Release/Waiver Form (*attached*)
  - B. Education Admission Application Form, including DESE Educator ID number (*attached*)
  - C. Signed Acknowledgment Form (*attached*)
  - D. Self-Assessment of Diversity Proficiencies (Admission) – *online survey completed through Baseline*
  - E. Autobiographical Sketch\*
  - F. Philosophy of Education\*
  - G. Resume\*
  - H. Three (3) letters of recommendation, including at least one (1) from a Missouri Baptist University faculty member (*letter templates attached*)
  - I. ACT score of 20 (or equivalent SAT score) earned within 5 years prior to enrollment at Missouri Baptist University (score report on high school transcript is acceptable) **OR** passing score report for all sections of the Missouri General Education Assessment (MoGEA) (*undergraduate degree-seeking* students only; *post-baccalaureate* students seeking initial certification, at the graduate- or undergraduate-level, are exempt from taking the general education assessment.)\*\*
  - J. Students must have an overall cumulative GPA of 2.75 as well as a content area GPA of 3.00 and a professional education GPA of 3.00 (with no grades below a “C” in professional education or content area requirements). \*\*

**Students may take only the following 20 credit hours prior to completing the process for admission to the Teacher Education Program:**

EDUC 201	Professional Growth and Folio Development I ( <i>Must be taken second semester of the sophomore year or first semester of enrollment for students transferring with a class rank of junior or higher</i> )
EDUC 203	Teaching in a Diverse Society † ( <i>Must be taken with EDUC 201 and EDCL 200</i> )
EDCL 200	Teaching in a Diverse Society Field Experience
EDCL 211	Teaching Field Experience I
EDUC 210	Field Experience I Seminar ( <i>must be taken concurrently with EDCL 211</i> )
EDUC 303	Methods of Teaching and Differentiated Instruction
ECTA 323	Curriculum, Assessment and Data-based Decision Making
EDUC 373	Technology and Instructional Media (or EDUC 573 Applications of Technology for graduate students)
EDPS 383	Psychology of Teaching and Learning
PSYC 313	Human Growth and Development (or PSYC 553 Advanced Human Development for graduate students)

**According to the School of Education policies, students who are not admitted to the Teacher Education Program are not permitted to register for 400/500 level education classes without written approval from the Associate Dean of Education for Teacher Education and Student Affairs as noted on the Teacher Education Program Admission Probation Form.\*\***

†Students who transfer in a course that does not include an equivalent field experience must take EDCL 200 Teaching in a Diverse Society Field Experience

- II. Interview for Admission
  - A. Approval of autobiographical sketch, philosophy of education, and a reflection on one of the nine Missouri Teacher Standards or seven Missouri Standards for School Librarians
  - B. Successful completion of an interview with the School of Education Faculty for admittance to the Teacher Education Program

*\*These documents will be reviewed for mechanical errors (grammar, punctuation, spelling, formatting, etc.) as well as content. The file will not be considered complete until final recommended revisions have been made and accepted.*

*\*\*Undergraduate degree-seeking students who do not have an ACT of 20 (or SAT equivalent) and have not passed all sections of MoGEA, but who have submitted all materials required for admission listed above and have successfully passed their admission interview, may be permitted to take education courses at the 400-level provided they have completed a Teacher Education Program Admission Probation Form and have been approved to continue by the Associate Dean of Education for Teacher Education and Student Affairs. Likewise, students who have not met the GPA requirements for admission, may also be permitted to take education courses at the 400-level provided they have completed a Teacher Education Program Admission Probation Form and have been approved to continue by the Associate Dean of Education for Teacher Education and Student Affairs. Approval to continue on probation for either MoGEA or GPA issues must be approved on a semester by semester basis. **All candidates must be fully admitted before they will be allowed to schedule their student teaching (second) interview.***

### III. Final Faculty Approval

Students will receive an acceptance letter from the Assoc. Vice President for Graduate Affairs & Dean of Education notifying them when they have successfully completed the items in Sections I and II above and have been formally admitted to the Teacher Education Program by vote of the Education Faculty.

## **CHECKLIST FOR APPROVAL TO STUDENT TEACH**

- I. Interview for Student Teaching (Second Interview): ***Candidates must be fully admitted into the Teacher Education Program before they will be permitted to interview.***
  - A. Approval of reflections on four of the nine Missouri Teacher Standards or four of the seven Missouri Standards for School Librarians
  - B. Successful Completion of an Interview with the School of Education Faculty for Permission to Student Teach
- II. Student Teaching Application
  - A. Complete Application for Student Teaching Assignment
  - B. Complete Other Paperwork Required by School District(s), as needed:
    1. Family Care Safety Registry background check (required for ALL students seeking student teaching placement)\*
    2. Tuberculosis Test\*
    3. MSHP/FBI Fingerprint Background Check \*\*
    4. See School Districts That Require Additional Information for Student Teaching Placement handout for other requirements that specific districts may have

\* Note: FCSR Background Checks and TB Test results cannot be older than six (6) months.

\*\*Note: MSHP/FBI Fingerprint Background Check clearance on DESE website cannot be older than one (1) calendar year at the time student is recommended for certification. See the Help Guide for DESE Online Applications for information regarding MSHP/FBI Background Check procedures.

## **CHECKLIST FOR RECOMMENDATION FOR CERTIFICATION**

- I. Passing evaluation of Professional Development Folio at the conclusion of EDUC 401 Professional Growth and Folio Development II the semester prior to student teaching\*
- II. Passing score on the Missouri Content Assessment(s) (MoCA) in each area for which a recommendation for certification is being sought\*
- III. Passing composite score on Missouri Educator Evaluation System (MEES) summative evaluation
- IV. Completion of Professional Development Plan (PDP), including signatures of candidate, cooperating teacher, and field supervisor
- V. Self-Assessment of Diversity Proficiencies (Student Teaching)
- VI. Student Evaluation of Educator Preparation Program
- VII. MSHP/FBI Fingerprint Background Check\*\*
- VIII. Final official transcripts from all schools attended on file
- IX. Submit online application for Initial Professional Certificate (IPC) through DESE web applications portal

\*Student teaching requirements cannot be successfully fulfilled without achieving a passing score on the Professional Development Folio, required MoCA exam(s) for each content area, and the MEES summative evaluation composite score. *For undergraduate students pursuing degrees in Early Childhood Education, Early Childhood Special Education, Elementary Education, K-12 Education, Middle Childhood, Music Education, Secondary Education, or Special Education Cross-Categorical Disabilities Mild/Moderate, this means that degree conferrals will be deferred until both the content area assessment and MEES have been passed, since student teaching is a part of the major or degree requirements for these programs. **Degrees will be conferred in the term during which the final requirements for certification are fulfilled.***

\*\*Note: MSHP/FBI Fingerprint Background Check clearance date on DESE website cannot be older than one (1) calendar year at the time student is recommended for certification. See the Help Guide for DESE Online Applications for information regarding MSHP/FBI Background Check procedures.