

CHECKLIST FOR ADMISSION

English/Math/Communications/Computer Literacy
Complete English Composition (grade C or above in EN1010 and EN2010 or equivalent), Quantitative Literacy (minimum of College Algebra QL1050 or equivalent) (Secondary Education candidates should check with their departments regarding requirement), Communication Proficiency (grade B- or above in COMM HU1020, or COMM HU2110), and Computer and Information Literacy.

EDUC 1010 Exploring Teaching

Minimum Number of Credit Hours and GPA
Complete at least 40 semester hours of general education or relevant prerequisite courses. (For a specific breakdown on the on the GPA, please refer to the advising web site at <http://weber.edu/coe/tedappl.html>.)

Application Deadline
By the deadline date indicated at the bottom of this page, you must submit your application on-line @ <http://weber.edu/coe/tedappl.html>. In addition, please submit the following to the Teacher Education Advisement Center, ED230:

- unofficial transcripts from Weber State University, which should include course work from previous colleges
- your current degree evaluation (Cattracks).
- signature page from on-line application with student ID number

Collegiate Assessment of Academic Proficiency (CAAP) Test
Register for and take the CAAP test (dates are listed at the bottom of this page). If you hold a bachelor's degree and are seeking initial licensure, you are required to take the Writing Essay portion of the CAAP Test. If your degree is more than five (5) years old, all sections of the CAAP are required (www.act.org/caap).

If you have a master's degree, you are not required to take the CAAP test.

Interview Sign-Up
After submitting your completed application, you must sign up for an interview time in the Teacher Education Advisement Center, ED 230. The interview schedule will be available approximately one (1) month prior to the interview dates outlined below.

Written Statement at Interview
You must complete a two-page maximum, double-spaced, typed statement detailing

- reasons for wanting to become a teacher
- past teaching experiences.

Submit three (3) copies of your statement to the interviewers at the time of the interview.

Orientation
If you are accepted into the program, you must attend the mandatory orientation seminar. Information on the orientation will be included in your admission letter.

USOE Background Check
You must complete a fingerprint background check for USOE before you can begin program coursework. Please see the advisement website for additional information: weber.edu/coe/tedadvice.html. (More information will be included with your admission letter.)

ADMISSION SCHEDULE AND DEADLINES					
Admission for Classes	Application Deadline	Deadline for Test Registration	CAAP Test Dates	Candidate Interviews	Registration Begins
Spring Semester 2012	September 16, 2011	May 23, 2011 or Aug. 29, 2011	June 4, 2011 or Sept. 10, 2011	Sept. 26 - Oct. 4, 2011	November 7, 2011
Fall Semester 2012	February 10, 2012	Oct. 26, 2011 or Jan. 25, 2012	Nov. 5, 2011 or Feb. 4, 2012	Feb. 16 - Feb. 24, 2012	April 2, 2012
Spring Semester 2013	September 14, 2012	May 23, 2012 or Aug. 29, 2012	June 2, 2012 or Sept. 8, 2012	Sept. 24 - Oct. 2, 2012	November 5, 2012

*Dates must be considered approximate because early registration dates are not yet available.

ADMISSION REQUIREMENTS

and **checklist** for

Early Childhood Education • Elementary Education Special Education • Secondary Education

What is the **admission process**?

The Teacher Education Program has a competitive admissions process. A limited number of applicants are admitted in March for Fall Semester and in October for Spring Semester. Admission to the Teacher Education Program is a separate process from Weber State University admission. You will be admitted on a **provisional** basis until you have completed all required course work, field experience, and testing. You will become a fully admitted candidate for licensure at the beginning of your student teaching semester.

Meeting the minimum requirements only qualifies you to be considered for provisional admission. You will be evaluated using a 100-point system: 30 points maximum for GPA; 30 points maximum for the Collegiate Assessment of Academic Proficiency (CAAP); 40 points maximum for the interview. You will need to obtain minimum scores in all of these areas in order to be considered. **Please review the checklist on page 4 as you go through the application process.**

What are the **provisional admission requirements** for students **without a degree**?

1. Complete at least 40 semester hours of general education or relevant prerequisite courses. (For a specific breakdown on the on the GPA, please refer to the advising web site at <http://weber.edu/coe/tedappl.html>.)
2. Submit unofficial transcripts from Weber State University, which should include course work from any other college you have attended, if applicable. Transcripts need to be submitted to the Teacher Education Advisement Center, in the McKay Education Building (ED 230), at the time of the application deadline (see table on page 4).
3. Complete the Collegiate Assessment of Academic Proficiency (CAAP) test. CAAP is a standardized assessment designed to show achievement levels in reading, writing and mathematics (www.act.org/caap). See CAAP scheduling details on page 4.

4. Submit application online, then bring application materials into the Advisement Center after the semester starts in order to schedule an interview time. You may schedule your interview appointment in the Teacher Education Advisement Center, ED 230, at the time you submit your materials. Slots fill up quickly so sign up as soon as possible.
5. Schedule and successfully complete a formal interview with a three-member faculty committee. Prepare a two-page, double-spaced, typed statement detailing (a) your reasons for wanting to become a teacher, and (b) your past teaching experiences. Bring three (3) copies of your statement to the interview.
6. If you score below the minimum on your interview, you are not eligible for admittance and may reapply and reinterview for a subsequent semester. Your most recent interview score will be considered. If your second interview score is also below the minimum, you must wait at least one (1) year to reapply. You may not interview more than three (3) times.

What are the **provisional admission requirements** for students **with a degree**?

You will have the same requirements as students without a degree as listed in numbers 1, 2, 4, 5 and 6 above. If you hold a bachelor's degree and are seeking initial licensure, you are required to take the Writing Essay portion of the CAAP Test. If your degree is more than five (5) years old, all sections of the CAAP are required. If you already have a master's degree, you are not required to take the CAAP test. All applicants compete in the general admissions pool.

What happens if I'm **not admitted** to the program?

You may reapply. If you are not admitted after applying three times, you must wait one year before reapplying. Please refer to Paragraph 6 regarding interview scores.

Do I need a **background check**?

Yes, you must have a background check as soon as you are admitted and before being placed in a public school for field experiences. You will not be allowed to begin professional program courses or EDUC 2890/4890 courses until you receive clearance.

Admission to Teacher Education Programs will be immediately revoked if you have a criminal record which has not been cleared by the Utah Professional Practices Advisory Commission.

Additional information will be provided once you have been notified about provisional admission into the Teacher Education Program.

What are the **prerequisites**?

You may apply to the Teacher Education Program if you are currently enrolled in or have completed the following courses:

1. English composition (grade C or above in EN1010 and EN2010 or equivalent);
2. Quantitative literacy (See WSU catalog for details);
Note: If you have declared a major in Early Childhood Education or Elementary Education, you must pass MATH QL1050 (or equivalent) with a grade C or above.
3. Communication proficiency (grade B- or above in COMM HU1020, COMM HU2110, or equivalent);
4. Computer and Information Literacy.
5. EDUC 1010 Exploring Teaching

Do I have to **take an admission exam**?

Yes, you must take the Collegiate Assessment of Academic Proficiency (CAAP), a standardized assessment that shows your achievement levels in reading, writing (two sections), mathematics, and critical thinking.

The **reading** test uses questions based on reading selections in prose, fiction, humanities, social sciences, and natural sciences to measure achievement in reading comprehension.

The test focuses on a complex set of skills needed to comprehend written material across a range of subject areas and purposes. Each passage is accompanied by a set of multiple-choice questions that require you to derive meaning, manipulate information, make comparisons and generalizations and draw conclusions.

Writing is assessed in two ways: The multiple-choice Writing Skills Test uses prose passages accompanied by sequences of multiple-choice test items to indirectly measure writing skills and understanding of the conventions of standard written English.

The writing essay test measures writing skills and requires you to formulate well-written essays. You will write two (2) independent essays in response to two (2) short situational prompts.

The mathematics test measures general mathematics skills and emphasizes the solution of quantitative problems encountered in many algebra courses or beginning-level trigonometry and calculus courses. The test stresses applications and quantitative reasoning rather than memorization of formulas, knowledge of techniques or computational skills.

The critical thinking test measures students' skills in clarifying, analyzing, evaluating, and extending arguments. An argument is defined as a sequence of statements that includes a claim that one of the statements, the conclusion, follows from the other statements.

Where do I **register** for the CAAP Test?

To register for the CAAP test go weber.edu/caap to register online. You will take the test in Social Science, SS119, at 8:00 a.m. on the dates listed in the table on page 4 of the brochure. Call 626-6803 for more information.

- You must register for the test at least 10 days prior to the test date. You may access the web site at www.act.org/caap for sample test questions.
- Cost of the test is \$55.
- The entire test will take you approximately four (4) hours to complete. Plan to arrive at least 10 minutes early to complete background information.

What are the **minimum scores**?

Current minimum scores required for admission to the Teacher Education Programs are: Writing–61, Writing Essay–3.0, Math–54, and Reading–59 (Minimum score has not been established for Critical Thinking).

You may repeat any one or more of the test sections as many times as necessary. The cost to register for an individual section is \$15. Follow the procedure outlined above for scheduling your test.

What happens after I'm **provisionally admitted**?

You are expected to maintain high professional and academic standards. Quality of work and timely progress through the program are two (2) criteria considered as evidence of your professional competence. Program expectations are as follows:

1. Provisional admission to a specific program is valid for a period of five (5) years. If you have not completed the program within the five-year period, you will be required to seek readmission under the current admission standards.
2. Professional education credit hours older than five (5) years at the time of program admission will not be counted toward licensure.
3. Failure to maintain a level of achievement consistent with the program standards required for teacher education admission may result in suspension from the program. (Refer to the teacher education home page for standards.) Once you are admitted to the program, you must maintain a GPA of 3.00. You cannot receive a grade lower than a B- in any professional education course. If you do receive a grade lower than a B-, you may repeat any professional education course one (1) time.
4. Documented violations of the WSU Student Code of Conduct will be considered grounds for suspension or dismissal from the Teacher Education Program.
5. You are admitted on a provisional basis until you begin your student teaching. If you fail to maintain an acceptable level of achievement during this time, the Teacher Education Admission and Retention Committee may revoke your provisional status.

Is there an **appeal process**?

If you wish to appeal a decision or ruling of the Admission and Retention Committee, you must communicate that request in writing to the committee chairperson. The written request for a committee hearing should include documentation of any mitigating conditions or circumstances you wish the committee to consider in reviewing its earlier action. The Admission and Retention Committee will review the circumstances of your case and make recommendations to the committee chair. The appeal process is outlined in the WSU Student Rights and Responsibilities policy.

Under what circumstances are **special accommodations** made?

The Department of Teacher Education also recognizes specific program and diversity needs of professional educators as well as students with disabilities, and it reserves the right to consider such factors in the admission of candidates. If you have a disability, you must first register with the Services for Students with Disabilities Office (SSD) located in the Student Services Center, SC181.

What if I **transfer** from another institution?

If you are planning to transfer to Weber State University, you must have your teacher education credit hours evaluated by the Teacher Education Department, and you must meet the following conditions:

I. **Recency Requirement**

Professional education courses completed prior to transferring to the WSU Teacher Education Program are evaluated for currency standards; courses taken more than five (5) years ago will not be accepted.

II. **Clinical Practice (Student Teaching)**

Student teaching experience will be permitted only when the following conditions have been satisfied:

- A. You must be admitted to the WSU Teacher Education Program.
- B. You must complete all professional teacher education course work and content majors and minors (or approved equivalents) as required by the Department of Teacher Education.
- C. You must fulfill WSU's residency-credit requirements.
- D. You must submit a student teaching application the semester before you plan to do your student teaching.
- E. You must take and pass the required Praxis II content exam in your area in order to become licensed. This must be taken and passed the semester prior to student teaching and the specific test numbers can be found under helpful links on the advising website: weber.edu/coe/tedadvice.html (ETS website: <http://ets.org/>).



Where can I find out more about the programs?

Department of Teacher Education
Jerry and Vickie Moyes College of Education
Weber State University
1304 University Circle
Ogden, UT 84408-1304

Phone 801-626-6269
web weber.edu/coe/tedadvice.html

Department Chair Phone 801-626-6268

Secretary Phone 801-626-7171

Advisement Contacts

Natalie Struhs Phone 801-626-6636
nataliestruhs@weber.edu

Kristin Radulovich, Coordinator Phone 801-626-6309
kradulovich@weber.edu

Student Teaching
Ana Eldredge, Coordinator Phone 801-626-6622

Secretary Phone 801-626-6634

STUDENT ACHIEVEMENT: TEACHERS, STUDENTS, AND COMMUNITIES WORKING TOGETHER

