



Admission Application Packet

to the

School of Education

Professional Teacher Preparation Program

Master of Science in Secondary Education

Project SECOND

Admission Application Checklist (check the appropriate box next to EACH item attached)	
<input type="checkbox"/>	I have attached a current professional resume
<input type="checkbox"/>	I have attached a recent picture
<input type="checkbox"/>	I have read and understand the policies and laws on pages 3 and 4 (<i>signed page 4</i>)
<input type="checkbox"/>	I have completed the Disclosure of Convictions (<i>signed page 5</i>)
<input type="checkbox"/>	I have completed the Plan of Study (<i>page 6 and signed page 7</i>)
<input type="checkbox"/>	My advisor has reviewed and signed my application packet (<i>signed page 7</i>)
<input type="checkbox"/>	I have completed the Professional Dispositions Assessment (PDA)
<input type="checkbox"/>	I have completed and signed the PRAXIS Test Commitment Form
<input type="checkbox"/>	I have completed and signed the Out-of-Area Memorandum of Understanding

Submit your completed application packet to:
Black Hills State University – School of Education
Office of Field Experiences – Jonas 203A
1200 University Street Unit 9038
Spearfish SD 57799-9038

Email: Rhonda.Wolff@bhsu.edu
Fax: 605-642-6211

“The Mission of the School of Education is to prepare competent, confident, and caring professionals.”

Provisional Admission to the Professional Teacher Preparation Program

Any candidate applying to the Professional Teacher Preparation Program may be granted a provisional admission for one semester to complete all requirements for full admission. Provisional admission is determined by the Office of Field Experiences.

Program Requirements for Full Admission

The submission of this packet constitutes your request for **full admission** to the BHSU School of Education's Professional Teacher Preparation Program. **Before beginning your student teaching internship**, you must be fully admitted to the program and have a passing score for your Praxis Content Knowledge. Your request will be reviewed based on receipt of this fully completed application packet, including your program coordinator's signature on the Plan of Study page, and the following documentation:

1. eligibility form (*on file in the Office of Field Experiences*)
2. **minimum grade of B** in the following coursework:
 - a. ED 622 (Foundations of Education and Learning Theory)
 - b. EDFN 595 (Pre-Admission Practicum)
3. current professional **resume**
4. attached **required Professional Dispositions Assessments** (*self-evaluation*)
5. **PRAXIS** Commitment Form
6. Out-of-Area *Memorandum of Understanding* Letter
7. a recent picture for your file

Please complete and submit all required materials in this application packet to the Office of Field Experiences promptly. If you have any questions about the application packet or requirements, please contact Rhonda Wolff in the Office of Field Experiences (Rhonda.Wolff@bhsu.edu or 605-642-6642).

Candidate Information:

Name _____

Teaching Content(s) _____

Postal Address _____

E-mail Address _____

Part 1: BHSU School of Education Policies, SD Board of Regents Requirements, and South Dakota Administrative Rules

Please read each statement below regarding BHSU School of Education policies, SD Board of Regents requirements, and SD state administrative rules. If you have any questions regarding them, please contact the Director of Field Experiences. Sign on the lines provided below indicating that you have read, understand, and will comply with each of these policies and laws.

Selected BHSU School of Education Policies

1. Candidate Progress in the Program
 - a. Candidates' progress is reviewed at three transition points during the program as follows. (BHSU SOE Policy 2.3:2.3.1)
 - i. Transition Point 1 – Admission to the Professional Teacher Preparation Program
 - ii. Transition Point 2 – Admission to Student Teaching
 - iii. Transition Point 3 – Program Exit
 - b. The Professional Progress Committee (PPC) monitors all candidates' performance and has the authority to make decisions regarding a candidate's continuation or removal from the program. Candidates have the right to one appeal if they have been removed from the program by the PPC. (BHSU SOE Policy 2.3:2.3.2 & 2.3:2.3.3)
 - c. Candidates must present satisfactory progress throughout the program to be recommended for program continuation at each transition point. This includes maintaining acceptable GPAs and grades for coursework and receiving positive recommendations on Professional Dispositions Assessments (PDAs). A shortcoming in any of these areas may lead to a PPC referral and decision regarding the candidate's continuation in or removal from the program. This may also include a decision for continuation on a Plan of Assistance (POA) which will be reviewed as per the individual POA agreement. (BHSU SOE Policy 2.3:2.3.5)
 - d. If a student teaching intern is experiencing difficulty, he or she may be placed on a Plan of Assistance (POA) which must be successfully completed for program completion. (BHSU SOE Policy 3.5:3.5.4)
 - e. Interns who fail their student teaching internship must appear before the PPC. The PPC will make a final decision to determine whether or not they will be allowed to enroll in student teaching again. (BHSU SOE Policy 3.5:3.5.6)
2. Requirements for Placements
 - a. All field experience and student teaching internship placements are made by the Director of Field Experiences or the Coordinators of the Master of Science in Secondary Education Program.
 - b. Candidates must have a **criminal background check** completed and on file in the district where they will be placed, prior to the beginning of their student teaching internship and/or the pre-student teaching practicum as per school's policy.
 - c. Candidates must have a \$1,000,000 Liability Insurance coverage. Send proof of insurance to the Office of Field Experiences before the pre-student teaching practicum and student teaching internship.

Selected SD Board of Regents Policy Requirements (SDBOR 2:16)

3. Placement in Private Schools
 - a. Interns are typically placed in public schools for student teaching. Interns may be placed in accredited private schools for their internship on an individual case basis.

4. Praxis Exams (cf. ARSD 24:16:05:06)
 - a. **Praxis Content Knowledge exams for a candidate's major(s) must be passed *prior to their student teaching internship*.**
 - b. Interns must submit passing Praxis scores in all required major content areas before they are allowed to begin their internship. (SDBOR 2:16:7B)
 - c. Interns must successfully complete the Praxis Principles of Learning & Teaching exam (PLT) during their student teaching semester. (SDBOR 2:16:7C)

Other Important Information

5. Inappropriate behaviors for an aspiring professional and documented by a Professional Dispositions Assessment (PDA) may lead to the candidate's administrative removal from the Professional Teacher Preparation Program.
6. Interns must pass the Praxis Content Knowledge and Praxis Principles of Learning & Teaching (PLT) exams for all certification areas they desire on their teaching certificate before being recommended for those authorizations on their teaching certificates.
7. Interns must successfully complete the Teacher Work Sample during the student teaching internship as part of program completion or the Praxis Performance for Teachers (PPAT). Information will be provided by the respective Program Coordinator.
8. Candidates must keep all information relative to P-12 candidates and school personnel confidential.
9. Candidates must read, understand, and agree to comply with the South Dakota Professional Teacher Code of Ethics (<http://doe.sd.gov/oatq/professionalpractices.aspx#PTPSC>).
10. Candidates with previous legal issues need to meet with the Director of Field Experiences regarding their ability to be certified as a teacher.

I have read, understand, and will comply with each of the above policies and laws.

Candidate Signature

Date

Part 2: Plan of Study

During or after meeting with your program coordinator, please write out your plan of study.

Candidate Name _____

Teaching Content(s) _____

Semester/Year		Semester/Year		Semester/Year	
Course Prefix & #	Credits	Course Prefix & #	Credits	Course Prefix & #	Credits

Semester/Year		Semester/Year		Semester/Year	
Course Prefix & #	Credits	Course Prefix & #	Credits	Course Prefix & #	Credits

Part 3: Plan of Study Review Signatures

Obtain the necessary signatures below, formally indicating your intent to complete the application process.

1. I have read, understand, and agree to comply with all of the conditions pertaining to admission to the Professional Teacher Preparation Program.

Signature of Applicant

Date

2. As Master of Science in Secondary Education program coordinator, I have reviewed this candidate's application and believe it to be accurate.

Signature of Program Coordinator

Date

Director of Field Experiences Recommendation (Office of Field Experiences Use Only)

_____ **Full Admission** to Professional Teacher Preparation Program

_____ **Provisional Admission** to Professional Teacher Preparation Program (see letter)

_____ **Denial of Admission** to Professional Teacher Preparation Program (see letter)

Signature of Director of Field Experiences

Date

Black Hills State University Professional Dispositions Assessment
Admission to the Professional Teacher Preparation Program (REQUIRED)

The Mission of the School of Education is to prepare competent, confident, and caring professionals.

Candidate Name _____ ID _____ Major _____

Evaluator's Name _____ Position _____ Date _____

This form is used in making decisions regarding a candidate's admission to the BHSU School of Education Professional Teacher Preparation Program. It may also be used to document specific concerns about a candidate's behavior in relation to decisions regarding admission to the program. Please return this form to the Office of Field Experiences (Unit 9038).

Rating Scale: 4 = consistently; 3 = most of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O = not observed

Professional Conduct	The teacher candidate ...	Rating
Demonstrates responsibility	1. is present, punctual, and prepared for class	4 3 2 1 0 N/O
	2. completes assigned tasks that demonstrate high personal standards and best effort	4 3 2 1 0 N/O
	3. models professional attire and personal hygiene	4 3 2 1 0 N/O
	4. models educated language and behavior (InTASC 5)	4 3 2 1 0 N/O
	5. recognizes her/his professional responsibility by being actively engaged in class (InTASC 9)	4 3 2 1 0 N/O
Is accountable	6. complies with university, COE, school building, and district policies and procedures	4 3 2 1 0 N/O
	7. maintains professional relationships (InTASC 10)	4 3 2 1 0 N/O
Maintains confidentiality	8. maintains confidentiality of professional information (InTASC 10)	4 3 2 1 0 N/O
Competent	9. knows that subject matter is not a fixed body of facts but is continuously evolving (InTASC 4)	4 3 2 1 0 N/O
Confident	10. shows respect for the individual learner and/or diverse talents of all learners (InTASC 2)	4 3 2 1 0 N/O
	11. displays a positive, enthusiastic attitude toward the discipline (InTASC 4)	4 3 2 1 0 N/O
Caring	12. believes all children can learn (InTASC 2)	4 3 2 1 0 N/O
	13. respects others as individuals with differing personal and family backgrounds and various skills, talents, and interests (InTASC 2)	4 3 2 1 0 N/O

Recommendation for Admission to BHSU Professional Teacher Preparation Program (check one)		
Admit _____	Admit with reservations _____	Do not admit _____

Comments (use back, if necessary) _____

PRAXIS TEST REQUIREMENTS

Commitment Form

I, _____, begin the Master of Science in Secondary Education Program understanding that I must take and pass the required Praxis test(s). Because the South Dakota Department of Education is changing some test numbers/cut scores, I understand I must email micheline.nelson@bhsu.edu at the time of PRAXIS registration to confirm that I need the tests originally identified on my Eligibility Review Form. I must also provide *all* pages of the passing score(s) to the Office of Field Experiences at Black Hills State University. I further understand that the passing score(s) must be provided **BEFORE* I can participate in the student teaching internship and that my enrollment in student teaching may be cancelled if the Office of Field Experiences does not receive these scores. Therefore, in accordance with this commitment form, I registered for or took Praxis test(s):

Content Area(s) and Test Number(s)

Test Date(s)

Candidate Signature

Date

***SOUTH DAKOTA BOARD OF REGENTS: Policy 2:16:7**

B. Teacher education students must take the South Dakota state certification content exam for their major(s) level of preparation before the semester in which they student teach. Students must achieve the qualifying score for certification in South Dakota prior to beginning student teaching.

C. Teacher education students must take the South Dakota state certification pedagogy exam in the semester in which they student teach.

D. In compliance with ARSD 24:53:04:04, teacher education students must submit to the home Regental university an official copy of all test scores including any subset scores provided by the testing company on all South Dakota state certifications exams.

Memorandum of Understanding
Regarding Out-of-Area Student Teaching Internship

Whereas I, _____, have requested an out-of-area placement for student teaching, I understand that certain responsibilities and financial burdens will be incurred as a result of this choice that I have made.

Specifically, I understand that it is my personal responsibility to negotiate the fee for a university supervisor and to personally assume financial responsibility for the entire payment to the university supervisor. I understand that BHSU will pay the clinical educator classroom teacher and only the clinical educator classroom teacher. _____ (*initial*)

I have read the above and am willing to accept these additional responsibilities of an out-of-area placement.

Student Intern Signature

Date