Admission Application Packet

to the

Professional Teacher Preparation Program

(Transition Point 1)

School of Education

"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. Candidates with GPA's below 2.5 will not be granted a provisional 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. Your request will be reviewed based on receipt of this fully completed application packet, including your advisor/program coordinator's signature on the Plan of Study page, and the following documentation:

1. minimum **2.60 GPA** both cumulatively and in all required coursework for your teaching major (ARSD 24:16:05:01; BHSU SOE Policy 2.0:2.2.6)
2. **minimum grade of C*** in the following coursework:
    a. EDFN 338 (Foundations of American Education)
    b. EPSY 302 (Educational Psychology)
    c. EDFN 295 (Pre-Admission Practicum) or
    Composite ECE/SPED major only will replace EDFN 295 with ECE 228 (Observation & Participation) after July 1, 2012
3. current professional **resume**
4. current copy of your **Program Evaluation** printed from WebAdvisor, **required for all programs except Project SECOND and Project SELECT**
5. minimum of three (3) mandatory **Professional Dispositions Assessments** (PDAs), **required for all programs except Project SECOND/SELECT, and Certification Only**
    a. self-evaluation *(page 7)*
    b. EDFN 295/ECE 228 clinical faculty
        - approved transfer and experiential substitution will add a PDA from a second BHSU faculty member instead of the clinical faculty for EDFN 295/ECE 228.
    c. BHSU faculty member *(page 8)*
6. a recent picture for your file

***Project SELECT** candidates need a minimum grade of C in coursework, listed in number 2 above, before their spring internship.

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 _____ Advisor _____

Major(s) _____ Minor(s) _____

Program: B.S.Ed. Degree ____; Certification Only ____

Project SELECT ____; Project SECOND ____; Endorsement ____

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 2.0:2.3.1)
        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 3.0:2.3.2-3)
    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 3.0:2.3)
    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 3.0:3.2.3)
    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 3.0:3.5.6)

2. Placements.

    a. All field experience and student teaching internship placements are made by the Director of Field Experiences. These placements are made based on many factors, including individual candidate learning goals, P-12 school faculty expertise, P-12 student diversity, PDS commitments, experiences in **a minimum of two school districts**, placements in grade levels covering all levels of the candidate's program, and candidate input. Candidates are **NOT** to make arrangements or contact anyone else (university or P-12 school faculty) regarding placements. (BHSU COE Policy 3.0:3.3.2)
    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. Proof of Liability Insurance before pre-student teaching practicum (One Year Residency/PDS) 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 24:16:05:03)

    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 2:16:8B)
    c. Interns must successfully complete the Praxis Principles of Learning & Teaching exam (PLT) during their student teaching semester. (SDBOR 2:16:8C)

Selected SD State Administrative Rules

5. Pre-Student Teaching Practicum

    a. Field experiences will be made with a focus on varied grade levels, content areas, and diversity required by the candidate's major(s)/minor(s). (ARSD 24:16:07:02)

6. Student Teaching Internship

    a. Student teaching internships require a minimum of ten complete weeks of supervised experiences within the intern's chosen program. Programs leading to dual authorizations require a full semester with a balance of time spent in both areas of authorization. (ARSD 24:16:07:03; BHSU SOE Policy 2.0:2.2.4)

Other Important Information

7. 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.

8. 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.

9. Interns must successfully complete the Teacher Work Sample during the student teaching internship as part of program completion.

10. Candidates must keep all information relative to P-12 candidates and school personnel confidential.

11. Candidates must read, understand, and agree to comply with the South Dakota Professional Teacher Code of Ethics (http://doe.sd.gov/oatq/propractices/PTPSC/ethicsteach.asp).

12. 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 advisor(s), please write out your plan of study for your remaining semesters. [If you do not know your education advisor, contact Melissa.Woodall@bhsu.edu in The School of Education].

Candidate Name _____

Major(s) _____

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

Semester/Year		**Semester/Year**		**Semester/Year**	
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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 academic advisor, I have reviewed this candidate's application and believe it to be accurate.

   _____ _____
   Signature of Advisor 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

The mission of the College 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 Professional Teacher Preparation Program. It may also be used to document specific concerns about a candidate's behavior in relation to decisions regarding admission (or denial of 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	4 3 2 1 0 N/O
	5. recognizes her/his professional responsibility by being actively engaged in class	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	4 3 2 1 0 N/O
Maintains confidentiality	8. maintains confidentiality of professional information	4 3 2 1 0 N/O
Competent	9. knows that subject matter is not a fixed body of facts but is continuously evolving	4 3 2 1 0 N/O
Confident	10. shows respect for the individual learner and/or diverse talents of all learners	4 3 2 1 0 N/O
	11. displays a positive, enthusiastic attitude toward the discipline	4 3 2 1 0 N/O
Caring	12. believes all children can learn	4 3 2 1 0 N/O
	13. respects others as individuals with differing personal and family backgrounds and various skills, talents, and interests	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) _____

_____

_____

PDA Form Approved by the College of Education faculty on August 28, 2007 revised August 2011

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