

Admission Application Packet

to the

School of Education

Professional Teacher Preparation Program

(Transition Point 1)

Admission Application Checklist					
(check the appropriate box next to EACH item attached)					
I have attached a current professional resume					
I have attached a recent picture					
I have read and understand the policies and laws on pages 3 and 4 (signed page 4)					
I have completed the Disclosure of Convictions (signed page 5)					
I have utilized Degree Works to complete the Plan of Study (page 6) and					
discussed it with my advisor (signed page 7)					
My advisor has reviewed and signed my application (signed page 7)					
Professional Dispositions Assessments - Self (PDA) are on file in the Office of					
Field Experiences (see page 2 number 5 for details)(signed page 8)					
Professional Dispositions Assessments - Clinical Educator (PDA) are on file in					
the Office of Field Experiences (see page 2 number 5 for details) (signed page 9)					
Professional Dispositions Assessments - Faculty (PDA) are on file in the Office					
of Field Experiences (see page 2 number 5 for details) (signed page 11)					

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: Kellie.Hatch@BHSU.edu

Phone: 605-642-6642

"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 2.6 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 **2.70 GPA** both cumulatively and in all required coursework for your teaching major (BHSU SOE Policy 2.1:2.1.2)
- 2. **minimum grade of C*** in the following coursework:
 - a. ENGL 101 & 201 (Composition I & II)
 - b. SPCM 101 (Fundamentals of Speech)
 - c. PSYC 101 (General Psychology)
 - d. MATH (Any Gen Ed Math Elementary Education Majors ONLY)
 - e. EDFN 338 (Foundations of American Education)
 - f. EPSY 302 (Educational Psychology)
 - g. EDFN 295 (Pre-Admission Practicum) or Composite ECE/SPED major only will replace EDFN 295 with ECE 328 (Observation & Participation) after July 1, 2012
- 3. current professional **resume**
- 4. discuss your DegreeWorks status with your advisor
- 5. minimum of three (3) mandatory **Professional Dispositions Assessments** (PDAs), **required for all programs**
 - a. self-evaluation (completed during EDFN 295 practicum)
 - b. EDFN 295/ECE 328 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 328.
 - c. BHSU faculty member (completed during EDFN 295 practicum)
- 6. 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 Kellie Hatch in the Office of Field Experiences Kellie.Hatch@BHSU.edu or 605-642-6642.

Candidate Information:

Name	Advisor	
Major(s)	Minor(s)	
Student's Banner ID #	Cell Phone #	
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. Placements

- a. The Director of Field Experiences, utilizing a negotiated agreement with selected school districts in South Dakota and Wyoming, coordinates placements to ensure that candidates are assigned to school faculty who are accomplished professionals, with at least three years of experience, and are prepared for their roles as mentors and supervisors. Field experiences will include P-12 students with exceptionalities and P-12 students from diverse ethnic/racial, linguistic, gender, and socioeconomic groups. Candidate's placements will be in grade levels covering his/her program with a minimum of two school districts. Candidates are **NOT** to make arrangements or contact anyone else (university or P-12 school faculty) regarding placements. (BHSU SOE Policy 3.1:3.1.3 & 3.3:3.3.2)
- 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. (SDCL 13-10-12)
- c. Proof of Liability Insurance before pre-student teaching practicum (One Year Residency/PDS) and student teaching internship. (BHSU SOE Policy 3.2:3.2.2)

3. Placements for Certification Only

a. All placements are coordinated by the Director of Field Experiences and Post Baccalaureate Programs' Coordinator/Director. Certification only candidates are also subject to satisfy criminal

background check and proof of liability insurance. (BHSU SOE Policy 3.2:3.2.2; 3.3:3.3.4; SDCL 13-10-12)

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

- 4. 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.
- 5. 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 the student teaching internship. (SDBOR 2:16:7B)
 - c. Interns must successfully complete the Praxis Performance Assessment for Teachers (PPAT) during their student teaching semester. (SDBOR 2:16:7C)

Selected SD State Administrative Rules

- 6. 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)
- 7. Student Teaching Internship
 - a. Candidates must complete no less than ten weeks of the student teaching internship in each major, as per ARSD 24:53:06:03. Candidates majoring in K-12 programs (Art, Music, Physical Education, Special Education, and Foreign Language) must complete the student teaching internship at two of three levels (elementary, middle level, secondary). The third level should be completed during the pre-student teaching practicum. (BHSU SOE Policy 2.2:2.2.4)

Other Important Information

- 8. 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.
- 9. 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.
- 10. Interns must successfully complete the PPAT (Praxis Performance Assessment for Teachers) during the student teaching internship as part of program completion.
- 11. Candidates must keep all information relative to P-12 candidates and school personnel confidential.
- 12. Candidates must read, understand, and agree to comply with the South Dakota Professional Teacher Code of Ethics https://sdlegislature.gov/Rules/Administrative/14062
- 13. 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.

i nave read, understand, and will comply with each of the above policies and laws.				
Candidate Signature	Date			

Disclosure of Convictions for Certification in South Dakota

Teacher education programs are required to inform candidates of the laws and rules pertaining to denial of a certificate in South Dakota and other states. In South Dakota, there are no comparable laws or rules for denial of admission to teacher education programs or admission to student teaching; however, interns are advised to disclose information related to possible denial of a certificate at those admission stages.

SDCL 13-42-9 provides for refusal of a certificate by the Secretary of the Department of Education and Cultural Affairs for conviction of crimes involving moral turpitude including traffic in either controlled substances or marijuana, or both. **Moral turpitude** is defined as, "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general" [SDCL 22-1-2 (25)].

Black Hills State University recommends the disclosure of any conviction of crimes, either felony or misdemeanor (except for minor traffic violations) including convictions involving drugs and alcohol.

A "yes" response to the question below is not a denial of admission or an automatic refusal of a certificate.

Candidates are generally advised to continue in teacher education programs after voluntary disclosures and/or to seek advice from their own legal counsel. BHSU does not have the authority to issue certificates, and a decision about the issuance of a certificate by the Secretary of Education cannot be made until candidates have finished programs and have been recommended for certification. The Secretary will investigate and review each application before making a decision to deny a certificate.

Have you ever been convicted of any crime involving moral turpitude that may prevent issuance of a certificate by the Secretary of the Department of Education and Cultural Affairs? YesNo					
	Signature	Date			
Check one:	This is an additional disclosure(s)	This is reaffirming previous disclosure(s)			
Check here if supporting	ng information/court record for above dis-	sclosure has already been submitted			
	"Yes" to the question above, please provide this information on a separate sheet was	de the additional information on the back. For multiple with your signature and date.			
Crime convicted of:	Level of offense (check one): Felon	ny Misdemeanor			
Date of offense:	Age at time of of	ffense:			
Location of offense: _	(Include city, county, and st	tate)			
Details of the inciden	t:				

Court documents supporting the above information must be provided when application for the certification is made and may be requested by the School of Education, Office of Field Experiences prior to that time.

The Applicant Conduct Review Statement, which requires disclosure of arrests, indictments, charges, etc. in addition to convictions and which must be completed at application for certification, is provided for informational purposes only at this time.

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 heather.maier@bhsu.edu or in Rapid City contact christopher.roman@bhsu.edu

Candidate Name	 	
Major(s)	 	

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

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

Part 3: Plan of Study Review Signatures

1.	I have read, understand, and agree to comply with all of the conditions pertaining to Professional Teacher Preparation Program.			
	Signature of Applicant Date			
2.	As academic advisor, I have reviewed this candidate's application and be	ieve it to be accura		
	Signature of Advisor Date			
or o	of Field Experiences Recommendation (Office of Field Experience	es Use Only)		
or o	of Field Experiences Recommendation (Office of Field Experience	es Use Only)		
	of Field Experiences Recommendation (Office of Field Experience) I Admission to Professional Teacher Preparation Program	es Use Only) Date		
Full		Date ee letter)		
Full Pro	l Admission to Professional Teacher Preparation Program	Date ee letter) Date		

Black Hills State University Professional Dispositions Assessment

Admission to the Professional Teacher Preparation Program

Self-Assessment to be completed by the Applicant The Mission of the School of Education is to prepare competent, confident, and caring professionals.

Candidate Name	ID Major	
Practicum Course Num	ber Date	
Preparation Program. It regarding admission to the Rating Scale: 4 = consi	ng decisions regarding a candidate's admission to the BHSU School of Education may also be used to document specific concerns about a candidate's behavior in the program. In the program of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O	relation to decision
Professional Conduct	I, the teacher candidate	Rating
Demonstrates responsibility	am present, punctual, and prepared for class (InTASC 9) complete assigned tasks that demonstrate high personal standards and best effort (InTASC 9)	4 3 2 1 0 N/O 4 3 2 1 0 N/O
	3. model professional attire and personal hygiene (InTASC 9) 4. model educated language and behavior (InTASC 5) 5. recognize my professional responsibility by being actively engaged	4 3 2 1 0 N/O 4 3 2 1 0 N/O 4 3 2 1 0 N/O
Is accountable	in class (InTASC 9) 6. comply with university, SOE, school building, and district policies and procedures (InTASC 9)	4 3 2 1 0 N/O
Maintains confidentiality	7. maintain professional relationships (InTASC 9) 8. maintain confidentiality of professional information (InTASC 9)	4 3 2 1 0 N/O 4 3 2 1 0 N/O
Competent	9. know 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. show respect for the individual learner and/or diverse talents of all learners (InTASC 2)	4 3 2 1 0 N/O
	11. display a positive, enthusiastic attitude toward the discipline (InTASC 5)	4 3 2 1 0 N/O
Caring	12. believe all children can learn (InTASC 2) 13. respect others as individuals with differing personal and family backgrounds and various skills, talents, and interests (InTASC 2)	4 3 2 1 0 N/O 4 3 2 1 0 N/O
Recommendation for Admit	Admission to BHSU Professional Teacher Preparation Program (check o	ne) ot admit
Candidate's Signature	ecessary)	
	2	

PDA Form Approved by the College of Education faculty on August 28, 2007 revised December 2012 (aligned with InTASC 2011)

Black Hills State University Professional Dispositions Assessment

Admission to the Professional Teacher Preparation Program

Completed by the practicum Clinical Educator

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

	ID Major	
Evaluator's Name	Position Date	
Preparation Program. It regarding admission to the	ing decisions regarding a candidate's admission to the BHSU School of Education may also be used to document specific concerns about a candidate's behavior in the program. Sistently; 3 = most of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O	relation to decisions
Professional Conduct	The teacher candidate	Rating
Demonstrates	1. is present, punctual, and prepared for class (InTASC 9)	4 3 2 1 0 N/O
responsibility	2. completes assigned tasks that demonstrate high personal standards and best effort (InTASC 9)	4 3 2 1 0 N/O
	3. models professional attire and personal hygiene (InTASC 9)	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, SOE, school building, and district policies and procedures (InTASC 9)	4 3 2 1 0 N/O
	7. maintains professional relationships (InTASC 9)	4 3 2 1 0 N/O
Maintains confidentiality	8. maintains confidentiality of professional information (InTASC 9)	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 5)	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
December debies for	Administrator As DUCU Durforsitural Translator Duranting Duranting Duranting	
	r Admission to BHSU Professional Teacher Preparation Program (check o	-
Admit	Admit with reservations Do n	ot admit
Practicum Clinical Educat	tor Signature	

Comments (use back, if necessary)



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

Completed by any BHSU Faculty

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

	ID Major	
valuator's Name	Position Date	
reparation Program. egarding admission to		relation to decision
	nsistently; 3 = most of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O	= not observed
Professional Conduct	The teacher candidate	Rating
Demonstrates	1. is present, punctual, and prepared for class (InTASC 9)	4 3 2 1 0 N/O
responsibility	2. completes assigned tasks that demonstrate high personal standards and best effort (InTASC 9)	4 3 2 1 0 N/O
	3. models professional attire and personal hygiene (InTASC 9)	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, SOE, school building, and district policies and procedures (InTASC 9)	4 3 2 1 0 N/O
	7. maintains professional relationships (InTASC 9)	4 3 2 1 0 N/O
Maintains confidentiality	8. maintains confidentiality of professional information (InTASC 9)	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 5)	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 o	ne)
	A dunit with recommentions	ot admit
	Admit with reservations Do n	