

Application Deadline: Tuesday, November 13, 2018



Application to the Licensure Program Middle/Secondary Education

Complete information concerning your application to the Middle/Secondary Education Program (MSEP) is contained in the *Undergraduate Education Student Handbook* available on-line at:

<http://resources.css.edu/academics/edu/undergrad/handbook/undergradhandbook2018.pdf>

Student Information

Name: _____ Permanent Phone: _____
 CSS ID #: _____ Permanent Address: _____
 CSS Box #: _____ Local Phone: _____ City: _____
 CSS E-Mail: _____ State: _____ ZIP: _____
 Academic Major Advisor: _____ Cell Phone: _____

Academic Major

My Academic Major is: Biology Chemistry English Mathematics
 (Check all that apply.) Instrumental Music Vocal Music Social Studies Spanish

Required Courses/Completion Plan

CSS Course	Grade Earned	Indicate if Transferred	Semester you expect to complete requirement (Ex. Fall '18)
EDU 1540: Introduction to Teaching			
EDU 1505: Introductory Field Experience			
EDU 2102: Secondary Health & Drug Education			
EDU 2210: Educational Psychology/Needs of Learners			
EDU 2215: Ed Psych Field Experience			
EDU 2300: Human Relations			
EDU 2800: Teaching Process I			
EDU 2805: Field Experience I – Middle School			

Program Areas

(Check all areas you intend to pursue)

Primary Licensure Areas

- Communication Arts & Literature (Gr. 5-12)
- Instrumental & Classroom Music (Gr. K-12)
- Vocal & Classroom Music (Gr. K-12)
- Mathematics (Gr. 5-12)
- Life Science (Gr. 9-12) and General Science (Gr. 5-8)
- Chemistry (Gr. 9-12) and General Science (Gr. 5-8)
- Social Studies (Gr. 5-12)
- Spanish (Gr. K-12)

Additional Programs

List any and all majors, minors, or other licensure areas you are working towards:

Application Checklist

I meet **all** of the minimum requirements for admission to the Middle/Secondary Licensure Program including:

- I have READ and UNDERSTAND the contents of the School of Education's *Undergraduate Education Student Handbook* available on-line (see previous page for url).

Essential Skills Exams:

- I have taken the Essential Skills exams in reading, writing and mathematics.
**If you have not yet completed the essential skills exams, but are registered to take them, indicate the date you are taking them: ___/___/___ and attach your registration confirmation.*

OR

- CSS has on file my ACT Plus Writing or SAT scores which were passed at a level that satisfies the basic skills exams requirement.
- My CSS cumulative GPA is equal to or greater than the required 2.8 GPA. My current CSS GPA: _____/4.0
- I have received a minimum of a "C" in all (EDU, MTH, PSC, BIO) coursework required for the program and none of these classes are designated as 'IP,' I,' or 'NR'.
- I have submitted the 'Department/Program Recommendation' form to my academic major's department chair, licensure program director, or advisor and **have attached the completed form to this application.**
- I will attend the mandatory meeting for newly accepted members to the program. (date, time, and location to be determined)
- I will adhere to the MN Teacher Code of Ethics during all of my coursework and field experience while in the Education Program. (detach the Code and keep for your reference)

The information I have provided in this application is accurate and truthful.

Student Signature

_____/_____/_____
Date

For assistance in completing this form, contact Deb Castle in the School of Education office, T3101, 723-6108 or dcastle@css.edu.

Student: Print and keep for your reference

Minnesota Teachers Code of Ethics

(from Minnesota statute 8700.7500)

Subpart 1. Scope. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to rules established by the Minnesota Board of Teaching (BOT).

Subpart 2. Standards of Professional Conduct. The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.



Department / Program Recommendation
for Admission to Middle/Secondary Education Program
(5-12 and K-12 licensure programs)

Student: _____ Dept/Licensure Area: _____

To the student:

- Write your name and identify your department or licensure area above, i.e. Biology, Chemistry, Communication Arts & Literature, Mathematics, Music (Vocal or Instrumental), Spanish, or Social Studies.
- Ask your academic advisor within your academic major to complete this form and return it to you.

To the Academic Advisor:

- Review the student's grades in their major and General Education Courses. Consider your experience with this student as you make your recommendation. You are encouraged to contact faculty or staff colleagues to gain information about this student prior to completing this recommendation.
- Has he/she received any Academic Progress Reports?
 - No
 - Yes How many? _____
 What prompted the APR (attendance, missing assignments, low test scores...)?

Do you recommend that (s)he be permitted to enter the MSEP Program and enroll in education courses?

- Yes _____
- Yes, but with these reservations _____
- No _____

Signature _____ Date _____
 Academic Advisor

(Student - Submit this completed form with your Application to the Program)