

**APPLICATION DEADLINE: TUESDAY, MARCH 11, 2008**



**Middle/Secondary Education  
Program (MSEP)  
Application to the Licensure Program**

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

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

Please list previous field experiences by grade level and school (Ex. Gr. 7-8, Woodland)			
<b>EDU 2805</b>	Teacher: _____	<b>Field Experience in Content/ Licensure Area</b>	Teacher: _____
	School: _____		School: _____
	Grade(s): _____		Grade(s): _____

Minimum Requirements (Do not write in shaded areas)	
My Academic Major is: (Circle all that apply.)	Biology Chemistry English Mathematics Music Social Studies Library Media Specialist

Required Courses/Completion Plan			
CSS Course	Grade	Transfer or Portfolio	Semester you expect to complete requirement (Ex. Spring 00)
EDU 1500 or 1540: Introduction to Teaching and			
EDU 1505: Introductory Field Experience			
EDU 2200: Educational Psychology/Needs of Learners			
EDU 2300: Human Relations			
EDU 2800: Classroom Environment			
EDU 2805: Field Experience I – Middle School			

**Program Areas**  
(Check all areas you intend to pursue)

Primary Licensure Area(s)	Additional Programs
<input type="checkbox"/> Communication Arts & Literature (Gr. 5-12) <input type="checkbox"/> Instrumental & Classroom Music (Gr. K-12) <input type="checkbox"/> Vocal & Classroom Music (Gr. K-12) <input type="checkbox"/> Mathematics (Gr. 5-12) <input type="checkbox"/> Life Science (BIO; Gr. 9-12) and General Science (Gr. 5-8) <input type="checkbox"/> Chemistry (Gr. 9-12) and General Science (Gr. 5-8) <input type="checkbox"/> Social Studies (Gr. 5-12) <input type="checkbox"/> Library Media Specialist (Gr. K-12)	<input type="checkbox"/> Ojibwe Language and Culture Education <i>(not a licensure program)</i>

## Application Checklist

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

- I have READ and UNDERSTAND contents of the *Undergraduate Education Department Handbook*.
- I have fully completed this application.
- I have taken the *PPST* (Praxis I) exam.
- My *PPST* (Praxis I) exam scores are on file in the Education office.
- I have either completed or I have attached a plan outlining how I intend to complete my prerequisite coursework for the program.
- I have submitted the 'Dept/Program Recommendation' form to my academic major's department chair, licensure program director, or advisor.
- My CSS cumulative GPA is equal to or greater than the required 2.8 GPA.
- I have received a minimum of a "C" in all Education coursework required for the program.
- I am submitting all application materials together, at one time.
- I will adhere to the MN Teacher Code of Ethics during all of my coursework and field experience while in the Education Program.


The information I have provided is accurate and truthful.

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**For assistance completing your Application to the Program, contact John Bauman, Chair of Undergraduate Program in the Education Department T4100, 723-5992 [jbauman@css.edu](mailto:jbauman@css.edu).**

Application Deadline: 2<sup>nd</sup> Tuesday in October for the following academic year (Fall and Spring)

	<b>Secondary Education</b> <b>Department / Program Recommendation</b> <b>for Admission to MSEP</b>
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<b>Recommendation for:</b>  _____
<b>Student's Name</b>

Department/Licensure Area \_\_\_\_\_

## Students

- Write your name within the “Recommendation for:” text box above. Identify your “Department/Licensure Area”. (Biology, Chemistry, Communication Arts & Literature, Mathematics, Music, Social Studies, and Educational Media)
- Ask your department chair, licensure coordinator, or academic advisor within your academic major to complete this and the attached form and forward them to the Education department.
- Students should complete the attached form indicating:
  - Grade-summary showing your earned grades for required courses
  - EDU dispositions - please review these and self-evaluate your dispositions
  - Licensure standards associated with your field of study - please review these and self-evaluate your attainment of these standards

## Faculty (Department Chair, Licensure Coordinator, or Academic Advisor)

- Faculty making recommendations should review the student's grades in their major, the EDU dispositions, and the content area licensure standards in the process of making their recommendation. A check box in front of each EDU disposition and licensure standard is provided. Please feel free to utilize these boxes to indicate a student's dispositions or attainment of the standards.

Utilizing the resources provided (course grades, EDU dispositions, and licensure standards) and your experiences with this student's ability and performance in your department / program, do you recommend that she/he be permitted to student teach at the middle/secondary level in your academic/licensure area?

- Yes
- Yes, but with reservations
- No

Please provide narrative information supporting the recommendation identified above.  
(Use back if necessary)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Chair/Licensure Coordinator/Academic Advisor

(Please forward to the Education Department. Thank you!)