MASTER IN TEACHING
SECONDARY CERTIFICATION PROGRAM

Biology, Chemistry, Earth and Space Science, English/Language Arts,
History, Social Studies, or Physics

APPLICATION PORTFOLIO
Summer 2017

Priority Application Deadline
January 31, 2017

It is the desire of the Secondary Certification Program, as well as the state of Washington, to prepare the best teachers possible. Therefore, we reserve the right to admit only the most highly qualified candidates to the Secondary Certification Program. Simply meeting the admission requirements does not guarantee admission to the program.

Washington State University subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.
APPROXIMATE ADMISSIONS TIMELINE

January 31, 2017 - Priority Application Deadline. Applicants submit a completed application portfolio including all required documentation.

February 2017 - Admissions Review. Program Coordinator reviews application materials for completeness. MIT Committee reviews application materials. Applicants may be interviewed.

Mid-March 2017 – Final admissions decisions are made.

Late-March 2017 – Applicants notified of their admission status and must notify WSU Tri-Cities if they intend to enroll in the program. Date to be announced in application notification letter.

May 2017 – Orientation for new MIT students occurs. Classes begin the second week of March.

College of Education Scholarship Opportunities
The College of Education offers a variety of scholarship opportunities to graduate students in Education. For the 2014-2016 academic year, the College awarded 132 scholarships in the amount of $273,250 to Education students. If you wish to be considered for a scholarship, please visit the College of Education’s scholarship web page at http://education.wsu.edu/scholarships/index.html for application information. Application deadline for 2017-2018 academic year is January 31, 2017.
MIT SECONDARY EDUCATION APPLICATION PROCESS  
Summer 2017

Priority Application Deadline:  January 31, 2017

Applicants complete an application for the WSU Graduate School and a separate application portfolio for the College of Education. In order to begin the MIT Program, an applicant must be admitted by both the Graduate School and the College of Education.

Submit the following items to:  
The Graduate School  
Washington State University  
P.O. Box 641030  
Pullman, Washington 99164-1030

--- On-line “Application for Admission to Graduate School” at http://gradschool.wsu.edu/. The online application will require the following items:
   ____ $50.00 non-refundable application fee
   ____ Official transcripts sent directly to the Graduate School at the address above by the Registrar of each institution from which you have completed coursework after grade 12. The Graduate School has access to WSU transcripts.
   ____ Names and email addresses of three people from whom you will be requesting professional letters of recommendation. The letter writers will be sent an email prompting them to submit an online reference letter on your behalf. This process can take 14-21 days. Applicants are advised to track reference letters so as to ensure that the application is complete by the priority deadline.

Submit the following items to:  
MIT Secondary Program  
WSU Tri-Cities College of Education  
2710 Crimson Way  
Richland, WA  99354  

--- Applicant Information Sheet
--- Copy of transcripts from each institution from which you have completed coursework after grade 12. The College of Education has access to WSU transcripts.
--- Endorsement Evaluation Check Sheet documenting completed content area courses.
--- Official West B scores must be received by March 15, 2017. Out-of-state applicants only may submit passing scores on the Praxis I CBT, or the CBEST (California or Oregon) in lieu of the WEST-B.

   Acceptable SAT scores: Reading - 500, Math - 515, Writing - 490
   Acceptable ACT scores: Reading - 22, Math - 22, Writing - 8
   Passing WEST-B scores: Reading - 240, Math - 240, Writing – 240

--- Statement of Personal Commitment and Relevant Experiences
--- Summary of Letters of Recommendation. Complete the form on page 5 in this packet.
--- Documentation of Professional/Volunteer Experiences. Complete the form on pages 9-10 in this packet.
--- Current Resume
ADDITIONAL APPLICATION INFORMATION

Application Portfolio
This packet is considered the Application Portfolio and applicants must submit one copy to the College of Education. It is highly recommended that each applicant keep a copy for personal records.

Endorsement Evaluation Check Sheet documenting required number of completed content area courses (Biology, Chemistry, Earth Science, English/Language Arts, History, Mathematics, Physics, or Social Studies).
Course requirements and endorsement evaluation check sheets can be downloaded at http://education.wsu.edu/studentservices/endorsements/list/. If you currently hold a degree in the areas of Biology, Chemistry, Earth and Space Science, English/Language Art, History, Mathematics, Physics, or Social Studies and have passed the WEST-E or NES (English/Language Arts or Mathematics) in the specific subject, you will be required to complete the course on the Evaluation Assessment Chart. The Program Coordinator will notify you of any deficiencies regarding program prerequisites.

Documentation of Professional and/or Volunteer Experiences
Applicants should discuss relevant professional or volunteer experiences working with youth, adolescents and/or adults (experience with adolescents grades 5-12 strongly preferred) in settings such as public or private schools, camps, community services, religious groups, or informal educational organizations. All applicants are strongly encouraged to have experiences with secondary age students (grades 5-12) in a public school setting. See page 9 for additional instructions.

Statement of Personal Commitment and Relevant Experiences
The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed 5 typed pages (double-spaced). The statement will be evaluated on content, narrative flow, grammar and vocabulary. See page 7 for additional instructions.

Summary of Professional Letters of Recommendation
Three letters, submitted on-line to the WSU Graduate School, are required for a complete application. (See page 8). Please inform each of your three reference writers to discuss the following items in support of your application: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your academic ability to do graduate-level work, and (4) your interpersonal skills. It is preferred that letters of recommendation directly support the experiences listed in the “Documentation of Professional and/or Volunteer Experiences.” Letters from faculty who can address your ability to succeed in graduate school are also appropriate. Letters from family members or friends will not be accepted.

Test Requirements: WEST-B and WEST-E
http://www.west.nesinc.com/
Washington applicants must successfully complete the WEST-B in the areas of reading, writing, and mathematics scoring a minimum of 240 out of 300 for each subtest. Official WEST-B scores must be received by the end of July prior to the program start date. Select code 240 to ensure that the official WEST-B score report is sent to WSU College of Education (Pullman is the only WSU campus choice). Out-of-state applicants only may submit passing scores on the Praxis I, the Praxis I CBT, or the CBEST (California or Oregon) in lieu of the WEST-B.
Official, passing WEST-E or NES scores for the endorsement content area (academic certification area) must be received by the end of July prior to the program start date. Use the WSU Pullman code 240. The WEST testing company will require that you complete all sub-tests on two separate test dates. Be certain to plan accordingly so all tests are passed and official score reports are received by deadlines.

Transcripts
Each applicant must provide original (sealed envelopes) transcripts from each institution attended since grade 12 to the Graduate School (one copy) and a copy of the same transcripts to the College of Education with the MIT Application Packet. It is not necessary to submit WSU transcripts to the College of Education at WSU Tri-Cities or to the Graduate School at WSU Pullman.

Updated August 2016
APPLICANT INFORMATION SHEET
2017 MIT Secondary Certification
Please Type or Print

WSU Student ID Number __________________________

NAME __________________________________________

ADDRESS _______________________________________

CITY/STATE/ZIP ___________________________________

PHONE
Home __________________________
Work __________________________
Cell __________________________

WSU EMAIL ______________________________________
(if available, this is the email address we will use for department communication)

EMAIL _______________________________________
(only if no WSU email address)

DATE OF WEST-B EXAM ___________________________
(completed or planned)

DATE OF WEST-E EXAM ___________________________
(completed or planned)

HAVE YOU PREVIOUSLY ATTENDED WASHINGTON STATE UNIVERSITY?
Yes _____ No _____

LIST ALL COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED.
________________________________________________

LIST ALL DEGREES AWARDED AND DATE OR EXPECTED GRADUATION DATE
________________________________________________
STATEMENT OF PERSONAL COMMITMENT
AND RELEVANT EXPERIENCES

The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed 5 typed pages (double-spaced). Please number each response and put your name on each page of the document.

While the narrative is a required portion of the MIT Application, not all applicants may be able to respond to every item. If you choose not to respond to a particular item, please explain why an item was not addressed. The statement will be evaluated on content, narrative flow, grammar and vocabulary.

Contents of Statement:

1. Personal commitment to teaching.
   Describe your personal commitment to youth and the teaching profession. Include in your response details about your experiences with children and youth and your personal qualities that demonstrate your ability to make a significant contribution to the teaching profession.

2. Experiences with social service agencies, community agencies, and educational systems.
   Describe your experiences, demonstrated commitment, and leadership roles when working with social service agencies, community agencies and/or educational systems.

3. Experiences working with children/adults with special needs or diverse backgrounds.
   Describe any experiences working with children and/or adults with special needs or diverse backgrounds in a school system, with family or friends, or in your community. Discuss the impact of these experiences on you, personally and/or professionally.

4. Experiences demonstrating leadership, communication skills and initiative.
   Describe experiences that have influenced or enhanced your communication skills, leadership skills, and initiative. Reflect on these skills and how they will influence your ability to be an exceptional teacher. While these experiences may have taken place in a structured environment such as the work place, it is also appropriate to discuss more “everyday” and personal experiences.

5. Experiences with other languages and cultures.
   Describe your experiences living and/or working with people from other cultures or socioeconomic groups.
Please complete the information listed below for each reference writer. It is preferred that letters of recommendation directly support your experiences listed in the “Documentation of Professional and/or Volunteer Experiences.” Letters from faculty who can address your ability to succeed in graduate school are also appropriate. (References from family members and friends will not be accepted).

**CRITICAL**: Reference letters must be received and processed by the Graduate School before the departmental application portfolio is considered complete and an interview can be scheduled. Applicants are encouraged to remain in close contact with reference letter writers to ensure letters are submitted as close to the March 15 application deadline as possible.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address (home or work)</th>
<th>Phone (home or work)</th>
<th>Place of Business (if appropriate)</th>
<th>Relationship with Reference Writer (employer, professor, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Updated August 2016**
DOCUMENTATION OF PROFESSIONAL and/or VOLUNTEER EXPERIENCES

Applicant Name ________________________________ Phone ________________________

List your professional or volunteer experiences related to teaching or the education of youth, adolescents, and/or adults in settings such as public or private schools, camps, community service organizations, religious groups, or informal educational organizations. Experience working with adolescents (grades 5-12) strongly preferred. This page can be copied if you have more than two experiences.

Experience #1

Place Worked ___________________________________________________________________

Dates of Work Experience ___________________________________________________________________

Supervisor’s Name/Phone ___________________________________________________________________

Description of Duties (include grade level, age of students, nature of experience) __________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Check all that apply:
Grade Level

_____ Preschool  _____ K-8th grade  _____ 9th-12th grade  _____ Adults

Nature of Experience:

_____ Responsible for some teaching  _____ No teaching

_____ Public school  _____ Private school  _____ Informal schooling

Describe experiences in this position working with diverse populations:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Experience #2

Place Worked

Dates of Work Experience

Supervisor’s Name/Phone

Description of Duties (include grade level, age of students, nature of experience)

Check all that apply:

Grade Level

Nature of Experience:

Describe experiences in this position working with diverse populations:
IMPORTANT INFORMATION FOR MIT APPLICANTS

To begin the first internship, MIT candidates are required to obtain clearance from the Washington State Patrol and the FBI. Clearance involves submission of the Character and Fitness Supplement to the College of Education Student Services. The form asks questions about moral character and criminal history. In addition, WSP and the FBI require fingerprinting as part of their background check. WSP and FBI clearance is also required (in addition to successful completion of all MIT coursework, state-mandated examinations and internships) for final awarding of the teaching certificate. Upon admission to the MIT program, candidates will receive all of the necessary paperwork and fingerprinting information for clearance. Listed below are conditions that automatically prevent an applicant from being awarded a teaching certificate in the State of Washington.

Automatic Denials for Certification
Convictions, including guilty pleas, involving any of the following:

1. Physical neglect of a child under chapter 9A.42 RCW
2. Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW)
3. Sexual exploitation of a child under chapter 9.68A RCW
4. Sexual offenses under chapter 9A.44RCW where a minor is the victim
5. Promoting prostitution of a minor child under chapter 9A.88 RCW
6. Sale or purchase of a minor child under 9A.64.030 RCW
7. Violations of similar laws to the above in another jurisdiction

Washington State University subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.

NOTIFICATION OF LIABILITY INSURANCE

Because accidents can happen very quickly in a K-12 classroom and you can be held financially responsible if the accident occurs while you are in the classroom, you are required to show proof of professional liability coverage ($1,000,000 minimum) before beginning any practicum experience in K-12 classrooms. There are four options:

WSU Experiential Liability Insurance Policy $7.50 per year (effective date of payment + 365 days), form available from Academic Coordinator, fee payable at cashier’s office

National Education Association Policy with NEA Membership $22.50 per year (September 1 through August 31), journals, job opportunities/postings, membership rolls over from student status to
professional membership, sign up online at https://www.nwpe.org/index.php/secure-nwpe-membership-application with credit or debit card after July 1.

**Northwest Professional Educators (NWPE) Policy and Membership** $25 per year effective for a full calendar year, remains in effect after student teaching and when under contract or as a substitute teacher, journals, classroom resources, legal counsel, preferential ratings on grants and scholarships, sign up online at https://ims.nea.org/HowToJoin/stateStudent.do?mbrType=STUDENT&sea=wa with credit or debit card any time

**Personal Coverage** Check with your insurance provider for available options.