Master in Teaching Program
Pullman/Spokane Application Packet
2019-2020
Teacher Certification Program
Elementary & Secondary Education

College of Education
Department of Teaching and Learning
Washington State University
321 Cleveland Hall
Pullman, WA 99164-2132
1. OVERVIEW OF THE MIT ADMISSION PROCESS

Phase One: Application Process and Screening

1) Applicants complete an online application for the WSU Graduate School

2) Applicants also complete a supplemental application for admission (in this packet) to the Office of Graduate Studies in the College of Education.

3) Applicants submit official documentation of passing scores on an approved Basic Skills test. See section III below for additional information on Basic Skills and Content Proficiency Exams.
   
a. The priority application deadline is November 15th, but we will accept complete application packets (or materials) on a space available basis until February 15th.

b. If you are a Secondary applicant (who does not hold a bachelor’s degree in the content area in which you are seeking certification/endorsement) then you are encouraged to submit your supplemental application and transcript(s) for evaluation of coursework as soon as possible to identify any coursework deficiencies. This will allow time for you to enroll in any prerequisite coursework prior to enrolling in the MIT program. Please submit your documentation to the Certification Coordinator c/o the Office of Graduate Studies.

c. College of Education Scholarship Opportunities
   The College of Education offers a variety of scholarship opportunities to graduate students in Education. If you wish to be considered for a scholarship, please visit the College of Education’s scholarship web page at https://education.wsu.edu/students/scholarships/ for application information.

Phase Two: Application Review

Completed applications are reviewed by the MIT Admission Committee.

Phase Three: Admissions Review

Only applicants meeting all admission requirements are evaluated in Phase Three. The selection process is highly competitive. The most outstanding applicants are selected for admission to the MIT Program. Interviews will take place during in the late January or early February. Orientation for admitted students takes place in the Spring before the program begins.

Specific to Pullman Applicants: Pullman applicants should know that if there are not enough internship/student teaching placements available in their endorsement area in the Pullman regional area, they may be asked to instead consider the Spokane cohort for their Graduate School program. You will be notified if this pertains to you and your endorsement area.
II. APPLICATION PROCESS
Applicants complete an application for admission to the WSU Graduate School AND a supplemental application to the College of Education. Admission must be granted by both the Graduate School and the College of Education before an applicant may begin the MIT program.

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

___ On-line Application for Admission to Graduate School (https://gradschool.wsu.edu/apply/)
___ $75.00 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; you do not need to order WSU transcripts.
___ Names and email addresses of three people from whom you will be requesting professional letters of recommendation. The reference writers will be sent an email prompting each to submit an on-line reference letter on your behalf. Please inform each of your reference writers to discuss: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your ability to do academic, graduate-level work, and (4) your interpersonal skills. Reference writers are required to submit letters via this method. This process can take 14-21 days. Applicants are advised to track reference letters to ensure they are complete by the deadline.

2) Submit the following Supplemental items to:

**Pullman Applicants:**
Office of Graduate Studies
Washington State University
College of Education, Cleveland Hall Room 70
P.O. Box 642114
Pullman, Washington 99164-2114

**Please upload Pullman materials with your WSU Graduate Application or email gradstudies@wsu.edu**

___ Applicant Information Cover Sheet (section III)
___ Statement of Personal Commitment and Relevant Experiences (section VI)
___ Documentation of Professional/Volunteer Experiences (section VII)
___ Summary of Letters of Recommendation/Instructions (section VIII)
___ Current Resume
___ Official West B (or SAT/ACT) scores must be received by March 1 prior to the program start date. 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.
___ Elementary Applicants Only--Official NES-Elementary Education scores for each section must be received by March 1 prior to the program start date.

**Spokane Applicants:**
Kelly LaGrutta, Academic Coordinator
College of Education
PO Box 1495
Spokane, WA 99210-1495

**Submit Spokane materials via e-mail to: lagrutta@wsu.edu**

Specific to Secondary Education: If you do not hold a bachelor’s degree in the content area in which you are seeking certification/endorsement, please complete the self-evaluation worksheet in the desired endorsement (https://education.wsu.edu/studentservices/endorsements/list/) and attach your transcript(s) (unofficial copies can be used for this purpose only). The Certification Coordinator analyzes transcript(s) on any completed applicant file for your proficiency and prerequisite knowledge and skills. The applicant is informed in writing of his/her status regarding any program prerequisite deficiencies in knowledge and skills prior to the beginning of the program.
III. APPLICANT INFORMATION COVER SHEET

Program Interest: K-8 ______ Secondary/Content Area ___________________ Paraeducator _______

WSU Student ID Number (if available) ______________________

NAME: __________________________________________________________________________

ADDRESS: ________________________________________________________________________

CITY/STATE/ZIP: ________________________________________________________________

PHONE
Home: ____________________________
Work: ____________________________
Cell: ____________________________

WSU EMAIL:
(If available. The College of Education adheres to WSU policy, communicating only with WSU email addresses.)

EMAIL:
(Only if no WSU email address at time of application)

DATE OF WEST-B (or SAT/ACT) EXAM: ____________________________________________
(completed or planned)

DATE OF NES EXAM: ___________________________________________________________
(completed or planned)

HAVE YOU PREVIOUSLY ATTENDED WASHINGTON STATE UNIVERSITY?
YES _____ NO _____

Names of all other post-secondary institutions you have attended:

____________________________________________________________________________
IV. BASIC SKILLS AND CONTENT KNOWLEDGE REQUIREMENTS

1) BASIC SKILLS - Washington requires that all prospective teachers show evidence of basic skills in reading, writing, and mathematics. Basic skills proficiency is required in all three areas prior to admission to any of our teacher preparation programs (undergraduate, post-baccalaureate, or Master in Teaching). Basic skills can be met by the WEST-B Exam (www.west.nesinc.com).

Prospective teachers have the option of using any combination of West-B, SAT or ACT as long as passing scores are achieved in each area of reading, writing, and mathematics. (https://assessment.pesb.wa.gov/assessments/westb).

<table>
<thead>
<tr>
<th>Subject</th>
<th>West-B</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>240</td>
<td>515 Prior to 3/2016 27.5 After 3/2016</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>240</td>
<td>500 Prior to 3/2016 27 After 3/2016</td>
<td></td>
</tr>
</tbody>
</table>

2) CONTENT PROFICIENCY EXAM
Washington requires that all prospective teachers show evidence of content knowledge at their intended level of certification (elementary or secondary grades) (www.west.nesinc.com)

- The NES/West-E test must be passed prior to admission to the MIT program.
  *If you do not have a bachelor’s degree in your content area then you must pass the WEST-E/NES content exam prior to student teaching (end of fall academic term).

- Basic skills and content proficiency exam scores are due by March 1, prior to starting the program.
V. PROFICIENCY OF KNOWLEDGE AND SKILLS (Elementary Applicants Only)

Applicants to the elementary education Master in Teaching must pass both subtests of the Elementary Education NES prior to admission. Passing scores demonstrate the candidate has the necessary content knowledge adopted by Washington Professional Educator Standards Board. Admission will not be considered without passing NES scores.

If the applicant is unable to document proficiency of knowledge and skills through the above NES scores, the applicant may need to take additional coursework to gain necessary competencies. The following is a list of WSU courses appropriate to strengthen content knowledge in the areas covered in the NES exam:

<table>
<thead>
<tr>
<th>Writing:</th>
<th>ENGLISH 101, 201, 302</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science:</td>
<td>A physical science course, (geology, astronomy, chemistry, physics), and a life science course (biology, environmental science, entomology). It is best if at least one of these science courses has a lab.</td>
</tr>
<tr>
<td>Math:</td>
<td>Any college-level math course (MATH 251, 252 are strongly suggested)</td>
</tr>
<tr>
<td>US History:</td>
<td>HISTORY 110, 111, 150, 314, or AMER_ST/HISTORY 216</td>
</tr>
<tr>
<td>Civics/Am Govt:</td>
<td>POL_S 101</td>
</tr>
<tr>
<td>Economics:</td>
<td>ECONS 101, 102</td>
</tr>
<tr>
<td>Geography:</td>
<td>HISTORY 120, 319, 495 or ANTH 309</td>
</tr>
</tbody>
</table>

To determine which courses at other universities contain the same content as the courses on the above list please refer to the official WSU course equivalency guide [https://zzusis-utilities.wsu.edu/psportal/pages/transfercoursesearch.html](https://zzusis-utilities.wsu.edu/psportal/pages/transfercoursesearch.html) or contact Staci Bickelhaupt (sbickel@wsu.edu), 509-335-4855 prior to enrollment. For course descriptions see the WSU catalog at: [https://catalog.wsu.edu/Academics/](https://catalog.wsu.edu/Academics/).
VI. STATEMENT OF PERSONAL COMMITMENT & 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, 12-point font). 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 item, please explain why an item was not addressed.

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.

4. **Experiences with other languages and cultures:**
   Describe your experiences living and/or working with people from other cultures or socioeconomic groups.
VII. DOCUMENTATION OF PROFESSIONAL and/or VOLUNTEER EXPERIENCES

Applicant's Name: ___________________________ Phone: ______________________

List your professional or volunteer experiences related to teaching or the education of children, youth, and/or adults. This page can be copied if you have more than two experiences.

Examples of Work Experience

Acceptable Experiences:

- Classroom Volunteering
- Coaching
- Freshman Seminar Facilitator
- HEP Program
- Service Clubs: Girl/Boy Scouts, Campfire, 4-H, Youth Groups
- Public School Paraprofessional
- WSU Literacy Corps
- National Youth Sports Program
- Camp Counselor
- Tutoring Programs
- College Teaching Assistant

Unacceptable Experiences:

- Babysitting
- Older Brother/Sister
- Nanny

Experience #1 (copies of this page may be made for additional experiences)

Place Worked: _____________________________________________________________

Dates of Work: ___________________________________________________________

Experience/Total Hours: ___________________________________________________

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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Applicant's Name:_________________________ Phone:___________

Experience #2

Place Worked: ____________________________________________________________
Dates of Work: ____________________________________________________________________
Experience/Total Hours: ____________________________________________________________
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:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
VIII. SUMMARY OF PROFESSIONAL LETTERS OF RECOMMENDATION

APPLICANT NAME: ____________________________________________

Please complete the information listed below for each of the three reference writers that will be submitting online references to the WSU Graduate School. Please inform each of your 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.” References from family members or 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. Applicants are encouraged to remain in close contact with reference letter writers to ensure letters are submitted to the Graduate School in a timely manner.

Name: ____________________________________________
Address (home or work) ____________________________________________
Phone (home or work) ____________________________________________
Place of business (if appropriate) ____________________________________________
Relationship with reference writer (classroom teacher/principal, employer, professor, etc.) ____________________________________________

Name: ____________________________________________
Address (home or work) ____________________________________________
Phone (home or work) ____________________________________________
Place of business (if appropriate) ____________________________________________
Relationship with reference writer (classroom teacher/principal, employer, professor, etc.) ____________________________________________

Name: ____________________________________________
Address (home or work) ____________________________________________
Phone (home or work) ____________________________________________
Place of business (if appropriate) ____________________________________________
Relationship with reference writer (classroom teacher/principal, employer, professor, etc.) ____________________________________________
IX. IMPORTANT INFORMATION FOR MIT APPLICANTS

To protect the children in Washington Public schools, all newly admitted students must complete a full background check. The background clearance is a two-part process consisting of submitting a fingerprint records check through the Washington State Patrol (WSP) and FBI and applying for a pre-residency clearance certificate through the Office of the Superintendent of Public Instruction (OSPI). 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

It is the desire of the Master in Teaching Program, as well as the state of Washington, to prepare the best possible teachers. Thus, we reserve the right to seek the most highly qualified individuals for admission to the MIT Program. Each year a select number of students are chosen for admission. Simply meeting the application 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.