

Applying to the Teacher Education Program Recommendations on the Process

Applications to the Teacher Education Program (TEP) are due **September 15th** for Spring semester admission and **February 15th** for Autumn semester admission. Completed applications should be submitted to Teacher Education Services on the second floor of the Phyllis J. Washington Education Center.

The application can be downloaded from the Phyllis J. Washington College of Education and Human Sciences website. Go to <http://www.coehs.umt.edu/departments/currinst/forms.php>. and select *The Teacher Education Program Application*.

Applicants must meet the minimum requirements and complete all portions of the application. Some things to keep in mind before applying:

- Admission to The University of Montana:** You must be officially admitted to The University of Montana to be eligible for admission to the Teacher Education Program.
- Total Credits and Prerequisite Courses:** You must have completed at least 30 credits, including WRIT 101 with a C- or better, before applying.
- Minimum GPA:** A minimum cumulative GPA of 2.75, including your transfer GPA, is required. A's and B's are necessary in most classes. To calculate your GPA: quality points ÷ GPA Hours.
- Experiences with Youth:** You must document your work with youth in your application. The TEP Admissions Committee prefers experiences with instructional and leadership components. Visit Teacher Education Services for a list of current opportunities.
- Writing Sample:** You will write an essay on a topic assigned in the application. The essay is scored based on the following qualities: development of ideas, organization, style, wording and grammar, sentence structure, punctuation, spelling, legibility, and the inclusion of specific examples. You are encouraged to seek feedback on your essay from the Writing Center in LA 144. *For students also applying to the Special Education Program, an additional statement describing your work with special needs and/or at-risk youth is required.*
- Letters of Recommendation:** It is suggested you establish good rapport with your instructors so you have options when it comes time to ask for recommendations for your potential as a teacher. You will distribute the two recommendation forms included in the application to faculty members. Secondary students must include at least one recommendation from their major field. *For students applying to the Special Education Program, an additional recommendation regarding your work with special needs and/or at-risk youth is required.*
- Background Check:** Visit Teacher Education Services to pick up a fingerprint card and instructions for completing the background check. The background check must be completed prior to any classroom placement connected to the College of Education (including EDU 202) and can take several weeks to process. **Plan ahead.**

Use the rubric below to familiarize yourself with how the TEP Admissions Committees determine who is admitted into the program.

Teacher Education Program Application Evaluation Rubric

Categories of Evaluation	Explanation of Point Value				
Cumulative GPA	4=3.70-4.00	3=3.30-3.69	2=3.00-3.29	1=2.75-2.99	0=below 2.75
Writing Sample	4=Excellent	3=Good	2=Satisfactory	1=Limited	0=None
Experience with Youth	3=Extensive	2=Relevant	1=Limited	0=None	
Faculty Recommendations (2)	2=Excellent Potential	1=Average Potential		0=Below Average	
Optional Competitive Preference	Demonstration of work with students from diverse backgrounds=1				
Total Points Possible: 15-16					