

STEP APPLICATION FOR ADMISSION

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Oakland University Secondary Teacher Education Program

OU STEP

Application to Program

This packet includes the information, instructions, and forms that you will need to submit an application to the Oakland University Secondary Teacher Education Program (OU STEP). Be sure to read the entire packet before beginning the process. It is a good idea to make copies of all forms to use as worksheets before you begin. **Please do not use binders or staples. Paper clip the packet together before delivering it.** Questions about this application or the application process should be directed to:

**School & Field Services Office
School of Education and Human Services
381 Pawley Hall,**

Rochester, MI 48309-4494

Sharon Hiller, hiller@oakland.edu (248) 370- 3083

Linda Dauzy, grunow@oakland.edu (248) 370-3060

Updated 7/12

BASIC INFORMATION FOR ADMISSION

General Application Considerations

All students intending to pursue secondary teacher certification at Oakland University must go through a process of formal admission into the OU STEP. This process is in addition to, and separate from, the process of admission to the university at either the undergraduate or post-baccalaureate level. All prospective applicants should understand the OU STEP through knowledge of catalog descriptions, program literature available on the web site, program literature available through the School of Education and Human Services and College of Arts and Sciences advising offices. Applicants must be willing to accept the conceptual framework, conditions and sequence of the OU STEP before applying.

Application Deadlines

Application materials must be received in the SEHS School & Field Services Office by the appropriate deadline to be considered. Generally, the deadline for application for a given internship year is in the fall semester of the year preceding the targeted internship. The current fall deadline is October 1, by 4:00 P.M.

Applicant Eligibility

To be eligible for admission into the OU STEP, students must have completed SED300 or SED301 at least one semester prior to the semester of application to the program. Please note that admission to the University and admission to the OU STEP involve separate, unrelated processes.

Generally, eligibility for admission into the OU STEP requires a GPA of 3.00 in both major(s) and minor(s), and an overall GPA of 2.80. No single major or minor course grade may be below a 2.0. Students with GPAs below these levels may become eligible, but should consult with their major advisers before proceeding with the application process.

The departments which house the OU STEP teaching majors may define other conditions for eligibility in terms of number of credits completed in major, or in terms of applicant proximity to the internship year. Applicants should always check with their major department advisers for assurance that they are eligible to apply to program at a given time.

There are three other considerations regarding general eligibility:

- 1) Students must be in good standing at the university to be admitted into the OU STEP. If you become admitted to the program, and later lose your university standing, your participation in the program will be suspended or terminated depending upon the circumstances.
- 2) Individuals who are not eligible for Michigan teacher certification (such as persons convicted as adults of acts of immoral conduct contributing to the delinquency of a minor, or of a felony involving moral turpitude) should not apply to the OU STEP. If a person becomes ineligible after admission into the program, program participation will be suspended or terminated depending upon circumstances.
- 3) **Formal admission into the OU STEP requires candidates to show passing scores on the basic skills component of the Michigan Test for Teacher Certification. A copy of these results must be included in your packet.**

The Process of Selection and Admission

The OU STEP is unique among teacher education programs in that both the School of Education and Human Services (SEHS) and the College of Arts and Sciences (CAS) participate collaboratively in its governance and operation. Both of these units have a voice in the process of admissions.

You will submit your application to the SEHS where it will be checked for completeness. It will then be forwarded to your major department in the CAS along with the applications of others who have your teaching major. A sub-committee within each of these CAS departments will consider your application according to a number of criteria. Criteria that are considered include your academic work in your major and minor areas. Committees also consider academic work and field performance in SED300 or SED301. In addition, department committees will review your written responses to application questions and letters of recommendation. Other department-specific criteria may be applied.

If, in their first appraisal of candidate credentials, the CAS sub-committees decide that certain applicants are not eligible to apply for the OU STEP they will remove these applicants from the pool and inform the students in writing about why they are not currently eligible. Eligible candidates will then be ranked in order of strength of qualifications across the criteria considered.

The major departments will then submit their candidate rankings to the Admissions and Standards Committee (A&SC) of the Secondary Education Council. This committee will then make a final decision on the group of applicants that will be admitted to program. The Secondary Education Council has agreed upon a target number of 60 interns per year in the OU STEP based upon a variety of resource factors contributing to quality teacher education. The A&SC will determine who will be initially admitted based on an equitable distribution among majors that will also maximize the potential for cross-discipline placement clusters in participating school districts.

Qualified students who are not admitted due to program size restrictions will be contacted about their options related to the OU STEP.

Students admitted to the program will be required to abide by all documented OU STEP procedures and protocol unless such conditions are formally amended through a defined process of petition of exception to the OU STEP Admissions and Standards Committee.

Preparation of Application Materials

To complete your application to the OU STEP you need to prepare and submit a packet that includes several items. The forms needed to complete this process are attached following the instructions for preparation. These items are:

- 1) Application Cover Sheet
- 2) OU STEP Student Data Record
- 3) Program Plans for Major(s), Minor(s) and Professional Education Coursework (Download these from the web site link for the appropriate major/minor) signed by the major and minor adviser.
- 4) OFFICIAL Transcripts
- 5) Copy of MTTC passing test scores on the basic skills test, all three areas
- 6) Applicant's Statement Form (Felony / Misdemeanor)
- 7) Written Responses to Application Questions
- 8) Three Letters of Recommendation

Be sure to follow the directions for preparation of materials. Also, before you submit your application be sure that you have photocopies of all documents. Be sure to include all requested information, and to seek help if you are unclear about any items.

Preparing the OU STEP Student Data Record Form: A copy of this form follows these directions. You should turn to this form and look at it as you review the following information that you need to supply.

ID#

Students admitted to Oakland University are assigned an OU Grizzly ID#.

Internship Year

Be sure to indicate the year in which you plan to start the internship. Remember that you must begin this in the Fall, and that you must complete all non-education, undergraduate coursework before you can begin.

Name

Include your full name as it appears on your academic transcripts.

E-Mail Address

All students admitted to the STEP must have an e-mail account. As OU students, you may open an OU e-mail account without charge, and there are many sites on campus where you can access your e-mail, and complete this process on line. You will receive all communication from us through your Oakland email account.

Local Address and Phone

This is the information that will be used to contact you while the university is in session. It is your responsibility to make sure that the OU STEP is always kept informed of changes in this information and E-mail changes by using the contact button on the web site.

Home Address and Phone

This may be a parent's address, or another place where we can get in touch with you when the university is on break, or during the summer semester. If your local address is your year-round residence, simply note "as above" in the home address field.

Teaching Major and Minor

Most applicants declare one major and one minor, satisfying the basic state requirements for certification. The form also accommodates applicants with two majors, or a major and two or more minors or a major and an endorsement area of either social studies or integrated science. In completing these sections use those spaces that fit your own content configuration. For each include the name of the content area, and the names of the advisers you worked with in the preparation of your program plans. **Your adviser must sign the program plan as approved.** For each major and minor you will need to calculate a grade point average.

If you are including courses toward your major(s) and/or minor(s) from an institution that gives only letter grades, use the following table to determine a numeric equivalent.

Letter Grade Numeric Equivalent

A-----4.0

A-/B+----- 3.5

B -----3.0

B-/C+-----2.5

C----- 2.0

*GPAs for majors and minors should be calculated using only those courses shown on the respective program plans.

Overall GPA

If you have taken all of your courses at a single institution, your overall GPA should be shown on your transcript. Report this value without calculation. If you have been a student at more than one college or university, and respective transcripts include summative GPAs, you can calculate your overall GPA by multiplying each overall GPA by the number of credits taken at that institution, adding the products, and finally dividing by the total number of credits earned at all institutions. This will work if all institutions use four-point, numeric grading systems. If grading systems are incompatible you will have to compute your overall GPA in the same way that you did for your major and minor. If you have questions about this, contact your major adviser.

Writing Proficiency

Program admission requires you to provide evidence of writing proficiency. This is shown for Oakland University students by the attainment of a grade of 3.0 or better in Rhetoric (RHT) 160. This may also be satisfied by a grade of 3.0 or better in an equivalent writing course at another university. If you have questions about this, contact your major adviser.

Michigan Test for Teacher Certification (MTTC) Scores

Acceptable scores on the Basic Skills components (reading, writing and mathematics) of the MTTC are required for admission into the OU STEP. A test booklet for these tests is available in the academic advising office, 363 Pawley Hall. When you register for the MTTC tests indicate that your scores are to be reported to Oakland University. **You need to attach a copy of your test scores mailed to you by the Michigan Department of Education, to this application.** Indicate your scores on each of the three components in the spaces provided. Your acceptance into the program cannot be finalized until these tests have been passed, and documentation of this provided to OU by the due date stipulated in your tentative acceptance. **The data record also includes spaces for you to report your scores on the subject area tests in your major and minor areas.** These tests do not have to be taken before you apply to the program. It is recommended that you take these tests as soon as you have completed your coursework in your major and minor areas. **Although these scores have no bearing on your admission into the program, the Office of School & Field Services must receive your passing scores on these tests before you may begin your internship.** Make a copy and turn in to the director of school and field services prior to August 15

of the internship year. If these are not received, or you do not pass, your internship will be delayed until you demonstrate success on these required tests.

Program Plans

You must complete program plans for all majors and minors in which you plan to be endorsed at the time of initial certification. The minimum (typical) configuration is one major and one minor. You must also include a program plan for your professional education courses and any other endorsement areas. On the major and minor plan forms you must list all courses from OU and from other institutions that are being used to fulfill major and minor requirements. For each course include all data: course number, title, when it was completed or when you anticipate taking the course, at what institution it was completed or will be completed, final grades for courses completed and the number of credits for each course. Then compute GPAs for each of your majors and minors. To do this, calculate honor points (H.P.) by multiplying credits X grade for each course. Sum your total honor points and credits and enter these values in the spaces provided. Calculate the GPAs for major and minor by dividing total honor points by total credits. Enter this value in the space provided. Remember also that the major and minor and endorsement program plans must be signed by the appropriate academic adviser to be valid.

Official Transcripts

Your program file must include official transcripts showing all completed courses listed on your program plans. Official transcripts must be included with your application materials.

Applicant's Statement

This form directs applicants to disclose felony and misdemeanor information as required by the Michigan Department of Education. It is also a declaration of applicant understanding of the OU STEP application and admissions procedures, and an agreement to follow the procedures and protocol of the OU STEP. Read the statements on this form carefully. This page must be signed and dated before your application will be considered.

Writing Component of the OU STEP

Follow the instructions on the sheet entitled "Writing Component of the OU STEP Application."

Letters of Recommendation

Three letters of recommendation must be solicited and included with your application materials. These should be mailed by the writers directly to you and you are to include them in your application. These letters should be from people who are able to attest to your character and to your real or potential qualifications to become a teacher. Two letters must be from university faculty members representing your major and minor disciplines. The third should be from a person off-campus that is familiar with your work in a responsible position. Neatly complete the top portion of this form before giving it to a prospective writer. Be sure to check the place on the forms that shows whether you do or do not waive your right to access to the letter of recommendation. If you waive your right to access, have them submit the recommendation to you in a sealed envelope with their signature across the back flap. If you waive your right to access, and this flap seal is broken, you are disqualified from admission.

ASSEMBLE ALL APPLICATION MATERIALS IN THE ORDER SHOWN ON THE COVER SHEET, AND SUBMIT PACKET TO:

**Office of School & Field Services, 385 Pawley Hall,
on or before Oct. 1, at 4:00 P.M.**

Retain copies of all documents submitted with your application!

Oakland University Secondary Teacher Education Program

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Student Data Record: Print clearly.

Last Name _____ First _____ M.I. _____

OU Grizzly ID# _____ OU E-mail _____

Local Information

Street Address, Apt. #:	
City, State, Zip:	
Home Phone:	
Work Phone:	
Other phone/Cell:	

Home or Summer Information

Street Address, Apt. #:	
City, State, Zip:	
Home Phone:	
Work Phone:	
Other phone/Cell:	

Teaching Endorsement Areas

Subject	Major or Minor	Advisor	GPA

Overall GPA: _____

RHT 160(101) Grade: _____ **or Equivalent Course:** _____

Institution _____ **Grade** _____

MTTC Basic Skills Test

Test Date	Reading Score	Mathematics Score	Writing Score

(Attach a copy of your test results to this page.)

MTTC Subject Area Tests

Subject	Test Date	Score

(If you have completed these, attach a copy of the test results to this page.)

SED 300 or SED301 Semester: _____ **Grade:** _____

SED 300 or SED301 Field Experience Locations: *(Include District, School, Subject, Grade)*

Classroom Observation:	
Tutoring	

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Applicant's Statement Felony / Misdemeanor Disclosure Form

1. Have you ever been convicted of any felony? ☐ YES ☐ NO
2. Have you ever been convicted of any misdemeanor including any alcohol related traffic violations? ☐ YES ☐ NO
3. Have you ever been convicted in Michigan or any other state or jurisdiction, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime which is considered criminal sexual conduct? ☐ YES ☐ NO
4. Did you ever receive a discharge from the Armed Forces of the United States, which was other than "Honorable"? ☐ YES ☐ NO
5. Have you ever been denied admission to, or been removed from, a teacher education program at another college or university? ☐ YES ☐ NO
6. Have disciplinary proceedings ever been initiated against your Michigan teaching credential or your teaching credential issued by any other jurisdiction? ☐ YES ☐ NO
7. Have you ever had adverse action taken against any educator certificate/license in Michigan or any other jurisdiction, that resulted in conditions being placed on the certificate by the department of education in order to maintain certificate validity? ☐ YES ☐ NO
8. Have you ever had a teaching credential issued in Michigan or any other jurisdiction suspended, revoked, nullified, or otherwise invalidated? ☐ YES ☐ NO

(If you have answered "yes" to any of the above questions, please explain the circumstances on the other side of this form.)

If you have answered "yes" to any of the above, you need to know that passing our program, internship, and state certification tests does not guarantee certification or employment. Convictions are assessed and evaluated at the state level, including a review of the court documents. You will not be issued a 90 day dated letter by Oakland University and will need to wait for the state review and decision regarding certification.

Please read the following statements carefully. This form must be signed and dated before your application will be considered.

I understand that falsification, misrepresentation, or withholding of requested information, on this or any of the forms submitted with the OU STEP Application to Program, constitutes grounds for rejection or dismissal from the program. I also understand that decisions concerning admission to the Oakland University Secondary Teacher Education Program are the prerogative of the OU STEP Admissions and Standards Committee of the Secondary Education Council, and that meeting minimum standards of eligibility does not guarantee my admission to the OU STEP. Finally, I understand that if I am admitted to the program, I am required to follow all documented OU STEP procedures and protocol unless such conditions are formally amended through a defined process of petition of exception to the OU STEP Admissions and Standards Committee.

Signature of Applicant: _____ Date: _____

(Print First and Last Name:) _____

OU STEP

Writing Component of the Application

The writing component of the OU STEP application is designed to help us learn more about the life experiences and attitudes you bring to the teaching profession, your commitment to the profession, and your ability to communicate. Your responses will be evaluated on both content (elements such as the variety and strength of your experiences, your ideas, your directness in answering the questions, and your use of specific examples) and form (elements such as focus, clarity, language usage, and style).

As you prepare your responses, please keep the following instructions and suggestions in mind. Each answer should be one to two double-spaced typed pages. Respond directly to what each question asks, writing in a clear and focused manner. This will be easier to achieve if you write a draft first and then revise it into a polished, grammatically correct essay. Be sure that your responses provide specific details and examples rather than general comments. Proofread your answers carefully.

1. Describe your work experiences (either paid or volunteer) that relate to teaching. Make specific links focusing on the skills you used and on the tasks you performed. Describe who was served and how that group or individual benefited.
2. Describe your understanding of the importance of cultural diversity in education. What experiences have shaped your understanding of cultural diversity?
3. Your internship promises to be a time of personal and professional growth and challenge. As you move away from being a student and into the role of becoming a teacher, you will experience changes in your daily routines and in your personal life. Discuss the changes you anticipate and explain the steps you will take to ensure a productive and positive internship.

Oakland University Secondary Teacher Education Program

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Letter of Recommendation for Admission to Program

For: _____ Date: _____

Completed by: _____ Title: _____

Affiliation/Address: _____

I, the applicant, ___ do ___ do not waive my right to see this recommendation.

Applicant's Signature and Date: _____

The above individual is applying for admission to the Oakland University Secondary Teacher Education Program. Please provide us with your observations concerning her/his real or potential qualifications to be a teacher, and the basis for your assessment. Use this form or a separate sheet for your comments. Return the recommendation (along with this form if you have used a separate sheet) to the applicant. If they have waived their right to see this recommendation, return it to them in a sealed envelope with your signature across the sealed flap. They must then submit it as sealed.

Signature: _____ Date: _____

Oakland University Secondary Teacher Education Program

OU STEP

Letter of Recommendation for Admission to Program

For: _____ Date: _____

Completed by: _____ Title: _____

Affiliation/Address: _____

I, the applicant, ____ do ____ do not waive my right to see this recommendation.

Applicant's Signature and Date: _____

The above individual is applying for admission to the Oakland University Secondary Teacher Education Program. Please provide us with your observations concerning her/his real or potential qualifications to be a teacher, and the basis for your assessment. Use this form or a separate sheet for your comments. Return the recommendation (along with this form if you have used a separate sheet) to the applicant. If they have waived their right to see this recommendation, return it to them in a sealed envelope with your signature across the sealed flap. They must then submit it as sealed.

Signature: _____ Date: _____

Oakland University Secondary Teacher Education Program

OU STEP

Letter of Recommendation for Admission to Program

For: _____ Date: _____

Completed by: _____ Title: _____

Affiliation/Address: _____

I, the applicant, ____ do ____ do not waive my right to see this recommendation.

Applicant's Signature and Date: _____

The above individual is applying for admission to the Oakland University Secondary Teacher Education Program. Please provide us with your observations concerning her/his real or potential qualifications to be a teacher, and the basis for your assessment. Use this form or a separate sheet for your comments. Return the recommendation (along with this form if you have used a separate sheet) to the applicant. If they have waived their right to see this recommendation, return it to them in a sealed envelope with your signature across the sealed flap. They must then submit it as sealed.

Signature: _____ Date: _____

Oakland University Secondary Teacher Education Program

OU STEP

Application to Program Cover Sheet

(Please type or print all forms according to directions.)

Last Name _____ First Name _____ MI _____

Grizzly I.D. _____ Internship Year _____ Teaching Major: _____

Packet Contents:

_____ Completed OU STEP Student Data Record

_____ Signed Teaching Major Program Plan(s)

_____ Signed Teaching Minor Program Plan(s)

_____ Professional Coursework Program Plan (will be signed by SEHS adviser after submission)

_____ MTTC Scores on basic skills

_____ College Transcripts Included: *If ordering official transcripts sent directly to us, have them addressed to Sherrill Karppinen, Director, School & Field Services, Oakland University, 381 Pawley Hall, Rochester, MI, 48309. You are required to have official transcripts on file in order to be recommended for certification. It is preferred that you include your transcripts with your application.*

Institution 1. _____ Official Transcript _____ Unofficial Transcript _____ Official requested on _____

Institution 2. _____ Official Transcript _____ Unofficial Transcript _____ Official requested on _____

Institution 3. _____ Official Transcript _____ Unofficial Transcript _____ Official requested on _____

List any other institutions on the back of this page.

_____ Signed Applicant's Statement Form

_____ Written responses to three application questions

_____ Names of persons from whom letters of recommendation have been included:

Name _____ Organization _____ Phone _____

Name _____ Organization _____ Phone _____

Name _____ Organization _____ Phone _____

Please do not use fancy binders or staples. Simply clip all items together in order. Thank you.

Deliver or send completed application packets to be received by October 1 at 4:00 P.M. to:

**Office of School & Field Services
School of Education and Human Services
385 Pawley Hall, MI 48309-4494
Attention: Linda Dauzy**

Retain photocopies of all documents submitted to the OU STEP