

# CLAYTON STATE UNIVERSITY

## Application for Admission to the Secondary Education Degree Program

**Important:** Admission to the teacher education programs is *separate* from and in addition to admission to the University. Enrollment in the programs is limited, and students must meet certain eligibility standards to be considered for admission.

<b>Application Deadlines:</b>	
<b>Fall Semester:</b>	<b>May 1st</b>
<b>Spring Semester:</b>	<b>November 1st</b>
<b>Summer Session:</b>	<b>March 1st</b>

Secondary Program for which you are applying (check one):

BIOLOGY

ENGLISH

HISTORY

MATHEMATICS

————PLEASE PRINT LEGIBLY————

Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Laker ID Number \_\_\_\_\_

Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_ (for statistical purposes only - optional)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CSU E-Mail \_\_\_\_\_ Preferred E-Mail \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_

Do you have an associate's degree? Yes  No

If yes, from what college? \_\_\_\_\_

List other colleges attended \_\_\_\_\_

**Please read important information found on the reverse side of this form describing eligibility status for admission to the secondary education program.**

**Admission Portfolio Checklist** (Check those criteria that have been met and attach supporting documents such as transcripts, teaching observations evidence, essay, and background check form.)

- Admission to Clayton State University
- Completion of at least 45 semester hours of college credit (minimum requirement to submit application)
- Grades of A, B, C, or K in all applicable Areas A-F courses
- Institutional Grade Point Average of 2.50 or higher (Overall GPA \_\_\_\_\_)
- Program Grade Point Average of 2.50 or higher (Program GPA \_\_\_\_\_)
- Successful completion of teacher education writing assessment with passing score  
(see <http://a-s.clayton.edu/langlit/guidelines/handbook.html> for CSU Writing Criteria)
- Passage of both the reading and writing portions of the Regents' Testing Program
- Documentation of awareness/exposure to the teaching profession  
(for example, EDUC 2110 at Clayton State University)
- Attendance at a Teacher Education Information Session (conducted once per semester on the Clayton State University campus. See news-events page on website for dates.
- Passage of all sections (reading, writing and mathematics) of G.A.C.E. Basic Skills Assessment
- Attach a one-page essay of why you want to be a secondary school (grades 6-12) teacher
- Background Check (complete form with CSU Public Safety Office, STC-207)

List below any specific circumstances to be considered by the Professional Education Program Committee:

\_\_\_\_\_

Student Signature

Date

Return completed form and portfolio documentation to the Department of Teacher Education, Arts & Sciences-205  
Clayton State University is committed to the principle of affirmative action and shall not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, physical or mental handicap, disability, or veteran's status in its recruitment, admissions, employment, facility and program accessibility, or services.

## Secondary Education Program

This program is designed to lead to licensure/certification in Secondary Teaching. Majors will select concentrations from among the four areas of mathematics, science, English, and history to complement education components that are field-based. Degree completion requires a minimum of 120 semester credit hours excluding physical education and institutional credit.

The teacher education program has been developed through a collaborative partnership of classroom teachers, education experts, and Clayton State University faculty. The Clayton State University teacher education program is maintained in partnership with the six school systems in the University's primary service area -- Clayton, Fayette, Fulton, Henry, Rockdale, and Griffin-Spalding. All on-site education experiences will be provided by these systems. The Professional Education Advisory Council serves as an external advisory group for teacher education.

### PROFESSIONAL EDUCATION OUTCOMES

Students must satisfy the Professional Education Outcomes which have been specifically designed to produce graduates who are well prepared for teaching positions in secondary level education.

1. **Diagnoses Learning Needs**
2. **Plans for Student Learning**
3. **Facilitates Student Learning**
4. **Demonstrates Appropriate Knowledge**
5. **Fosters Student well being to Support Learning**
6. **Assumes the Role of Professional Teacher**

### ATTENDANCE AND SCHEDULING EXPECTATIONS

Admission to the teacher education program is separate from and in addition to admission to the University. Enrollment in the Bachelor of Arts degree program in teacher education is limited, and students must meet the eligibility standards listed below to be considered for admission. The program will fill available slots with those eligible students who, in the judgment of the faculty, are most likely to be successful. Since enrollment is limited, meeting the minimum requirements for admission eligibility does NOT guarantee admission to the program.

The upper division program courses involve considerable on-site activity in authentic school settings, so students who enter the program must have scheduling flexibility. Students are responsible for providing their own transportation, at their own expense, including liability insurance. Students must execute a waiver of liability form.

Because courses are offered in sequence and are not available every semester, students must be willing to commit to full-time attendance in order to stay on track for graduation. Most junior/senior-level on-site education experiences will be scheduled in the morning hours. Subject content courses may be scheduled morning, afternoon, or evening, depending upon availability of facilities and faculty.

### APPLICATION AND ADMISSION ELIGIBILITY STANDARDS

Items **a-e** form the *minimum* eligibility to submit an application for admission to the Secondary Education Program. All items **a-I** must be complete to be considered for admission.

- a. Admission to Clayton State University (Transfer students who meet the criteria below may simultaneously submit applications for University and teacher education program admission -- two separate application forms.)
- b. Completion of at least 45 semester hours of college credit
- c. Grades of A, B, C or K in all applicable Areas A-F courses
- d. An institutional GPA of 2.50.
- e. A program GPA of 2.50 based upon coursework applied to Areas A-F  
The Teacher Education Program GPA is the average of all grades that are used to satisfy graduation requirements in the B.A degree, including grades for the last attempt of any applicable courses (numbered 1000 or higher) taken at CSU and any applicable transfer courses.
- f. Teacher education writing assessment with a minimum writing profile.
- g. Passage of reading and writing portions of the Regents' Testing Program.
- h. Career exploration, competence in oral communication, and significant documented experience working with children, equivalent transfer course experiences meet this requirement, or other documented experiences.
- i. Passage of all sections (reading, writing, and mathematics) of the G.A.C.E. Basic Skills Assessment.
- k. Attendance at group information session and/or personal interview
- l. One-page essay on why the applicant wants to be a secondary school teacher
- m. Background Check (Forms are available through CSU Public Safety and a \$10.00 processing fee is required.)

*NOTE: Students who fail to sustain these criteria after notification, but before they actually begin taking courses in the teacher education program, will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria.*

### ELIGIBILITY TO BEGIN TAKING COURSES IN THE TEACHER EDUCATION PROGRAM

- a. Written notification of program acceptance  
(Meeting minimum admission standards **does not** guarantee acceptance.)
- b. Completion of a minimum of 45 semester hours and grades of A, B, C or K courses in Areas A-F of the Core Curriculum
- c. Maintenance of the 2.50 or better Institutional and Program GPA
- d. Signing of an affidavit to show competence with Professional Standards

### APPLICATION and ADMISSION PROCEDURES

1. Students who meet the eligibility criteria explained above should submit a teacher education application form and supporting documentation to the Clayton State University Department of Teacher Education.
2. Application deadlines are available in the Department of Teacher Education.
  - a. All complete and eligible applications received by the published deadline will be considered for the available positions in the program for the appropriate semester. (Complete applications must include **all** required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.)
  - b. Students not admitted during a given admission cycle and students who fall below minimum standards after notification of program admission may, upon written request to the teacher education program, have their applications reconsidered during the next admission cycle. Reconsideration is **not** automatic; written request is required, and additional information may be submitted.
3. Students selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the student must formally accept or decline admission; students who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants. Students admitted into the B.A. program will be assigned to an advisor in education and in the primary area of concentration.
4. The following courses must be taken at Clayton State University: EDUC 3030, EDUC 3200, EDUC 3210, EDUC 4003, and EDUC 4730. The teacher education program will evaluate equivalencies for other courses in the program. Every effort will be made to accept credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

### PROGRAM WRITING REQUIREMENTS

The teacher education program places high emphasis on the ability of graduates to communicate effectively. Accordingly, these skills are assessed and monitored through the program, and academic support is provided.

As stipulated in the Application and Admission Eligibility Standards section, all students applying to enter the program are assessed on writing using the Clayton State University writing criteria. Students have two opportunities to successfully complete this assessment. If a student's scores indicate a weakness in some area, provisional admission status may be given.

Enrollment in WLAB 2999 is required until the student has achieved the designated teacher education program writing profile. Through writing experiences in other teacher education courses and assistance in the Learning Center, the student's writing skills should continue to improve. Obtaining the required profile is prerequisite for EDUC 4730 (senior-year internship).

*-Based on Clayton State University Academic Catalog*

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