

STEPS FOR ADMISSION

TRANSITION TO TEACHING



CHECKLIST

All materials should be submitted to the Graduate Studies—Education Office.

Date Completed

- _____ Application for admission
- _____ Official transcripts from each college/university attended
- _____ Grade point average of 3.00. (If GPA is 2.50 to 2.99, documentation of related work experience, including dates, employers and phone numbers is required.)
- _____ Candidate profile/resume (see attached instructions)
- _____ Candidate self-evaluation (see attached form)
- _____ Essay stating what makes a great teacher and why you will become one (1-2 pages, single-spaced)
- _____ Criminal history check
- _____ Letters of recommendation (at least two)
- _____ Praxis I: PPST Tests (all applicants)
Date taken or scheduled to take: _____
- _____ Praxis II: Content Tests (secondary education applicants only)
Date taken or scheduled to take: _____
- _____ Education Division content area tests in math, science, and social studies (elementary applicants only)
Date taken or scheduled to take: _____
- _____ Financial Aid Office 574.257.3349 for federal student loans
- _____ Interview with the Education Division

CANDIDATE PROFILE REQUIREMENTS

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Compile the following information into a neat, professional resume format. A copy of this resume will be distributed to the Education Division faculty. It will form a first impression of you; therefore it should be word-processed, well-written and contain no errors.

GENERAL INFORMATION

- Full name
- Present address and phone number

COLLEGE EXPERIENCE

- College(s) attended
- Major and minor (if any)
- Date of graduation
- College activities
- College awards and honors

PROFESSIONAL WORK EXPERIENCE

- Work experiences
- Community service
- Travel experiences
- Special interests or hobbies
- Experiences working with children or youth
- Membership in professional organizations
- Special licenses or certifications
- Special skills