

Kansas Wesleyan University
TEACHER EDUCATION PROGRAM ADMISSION PACKET

Please complete the following items. **All items are required to apply and must be turned in before you will be allowed to interview with the Teacher Education Committee.**

Name: _____ Birth Date: _____

KWU ID: _____ Phone Number: _____

KWU BOX: _____ Email: _____

Current Address: _____

Permanent Address: _____

Current Status: Sophomore Junior Senior Graduation Date: _____

Colleges Attended (Please list most recent college attended first)

Institution: _____ Location: _____ Dates: _____ to _____

Institution: _____ Location: _____ Dates: _____ to _____

Institution: _____ Location: _____ Dates: _____ to _____

Areas you expect to teach: ___ Elementary K-6

 ___ Secondary K-12 Subject: _____

 ___ Secondary 6-12 Subject: _____

 ___ SPED Adaptive K-6

 ___ SPED Adaptive 6-12

 ___ SPED Adaptive PK-12

___ **Printed degree audit** (dated within one week of application submission)

___ **Completed 36 course hours**

___ **GPA of 2.5** or higher

___ **Passing scores** in reading, writing and math (can be mix between CAAP/ACT/SAT/CORE)

_____ Reading (ACT/CAAP/CORE/SAT) _____ Writing (ACT/CAAP/CORE/SAT) _____ Math (ACT/CAAP/CORE/SAT)

Passing Scores:			
ACT	CAAP	CORE	SAT
Reading 21	Reading 60	Reading 156	Reading 502
English 20	Writing 3.0	Writing 162	Writing 494
Math 21	Math 56	Math 142	Math 515

___ Completed **EDUC 100** Semester: _____ Grade: _____ (must be a C or better)

___ Completed **EDUC 208** Semester: _____ Grade: _____ (must be a C or better)

___ Completed **EDUC 244** Semester: _____ Grade: _____ (must be a C or better)

___ Received a **B average or better in Early Field Experience Evaluations**

___ **Submit in writing the response to the following questions:**

(Typed, double spaced, 12 font)

1. Describe in 500 words or less why you wish to enter the field of teaching.
2. Describe in 350 words or less your prior experience working with children or youth. This can be paid, volunteer, or field experience.

___ Sign the **Candidate's Statement of Commitment** Regarding Dispositions

___ **Background Check/Early Field Disclosure**

___ **References(5): References and Dispositions must come from different people.**

- One to an Education Instructor/Instructor from Professional Core Courses

Name: _____ Position: _____

- One to your Advisor/Chair of the Department

Name: _____ Position: _____

- One to any of your Liberal Studies Instructors

Name: _____ Position: _____

- Two to any instructor/employer

Name: _____ Position: _____

Name: _____ Position: _____

___ **Dispositions(2): References and Dispositions must come from different people.**

- One disposition must come from your advisor

Name: _____ Position: _____

- One disposition must come from your content area instructor

Name: _____ Position: _____

Candidate's Statement of Commitment Regarding Dispositions

It is the philosophy of the Teacher Education Unit that a liberal arts education and professional training will produce a teacher candidate who has academic and professional excellence, a strong sense of spiritual and personal well-being, social responsibility, and the skills to be a reflective teacher with the potential for educational leadership.

Dispositions are defined as the values, commitments, and professional ethics that influence behavior toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice (NCATE Professional Standards 2002 Edition). The dispositions listed below are expected of Kansas Wesleyan University candidates in the university classroom and in the schools.

Excellence

- Comes to class prepared
- Uses grades/rubrics/study guides to improve skills
- Justifies ideas with research/evidence
- Uses correct spelling, grammar, sentence structure
- Has respect, seriousness, and the intent to acquire knowledge

Personal Qualities

- Actively listens during class
- Asks/answers questions during class that demonstrates authentic interest
- Collaborates and contributes in group work
- Accepts and acts on constructive feedback
- Takes responsibility for actions

Commitment

- Gets things done despite hardships
- Is accountable and reliable
- Adheres to assignment guidelines/due dates
- Takes initiative to understand concepts
- Goes above minimum expectations

Leadership

- Interacts with others in a professional manner
- Actively involved with in the campus and community
- Approaches diversity with a positive attitude and remains open to differing opinions
- Demonstrates respect of cultural differences of others
- Collaborates with others

Ethics

- Represents the University positively
- Complies with University and Teacher Education policies and procedures
- Trustworthy in communication and interaction with others
- Accepts responsibility for personal actions and behaviors
- Demonstrates academic honesty

I have read the dispositions and indicators above. I agree that dispositions are important to being an effective, professional teacher. I am committed to both growth and excellence in demonstrating these dispositions. I understand that my progress in the teacher education program depends upon successful demonstration of these dispositions.

Student/Candidate Signature:

Date:

Please answer the following questions:

BACKGROUND CHECK OF TEACHER EDUCATION STUDENTS/CANDIDATES

In the State of Kansas, teaching is considered to be a profession. Therefore, the Kansas State Department of Education (KSDE) has a Professional Practices Commission to exercise disciplinary and advisory functions over those requesting licensure or working as a certified professional. Teacher licensure can be denied, suspended, or revoked for both felony and non-felony actions.

Legal Issues and Teacher Licensure

updated June 2016

We have compiled this information for students in all Kansas teacher preparation programs. The Kansas State Department of Education (KSDE) requires a fingerprint-based background clearance before they will issue any teaching license.

After a presentation in 2013 by a KSDE Office of General Counsel, it became abundantly clear that all teacher education students with ANY prior crime related to KSDE criminal questions (below) should try to get the record officially “expunged” before requesting a background clearance. It’s best to complete this process before applying for ANY license with KSDE.

1. Have you ever been convicted of a felony?
 Yes No *If yes, please attach a copy of the court documents regarding conviction.*
2. Have you ever been convicted of ANY crime involving dishonesty, drugs, or a child?
 Yes No *If yes, please attach a copy of the court documents regarding conviction.*
3. Have you entered into a criminal diversion agreement after being charged with any offense described above?
 Yes No *If yes, please attach a copy of the diversion agreement.*
4. Are criminal charges pending against you in any state involving any of the offenses described above?
 Yes No *If yes, please attach a copy of the court documents regarding your case.*
5. Have you had a teacher’s or school administrator’s certificate or license denied, suspended or revoked in any state?
 Yes No
If yes, please indicate the action taken: revoked denied suspended
Which State(s)?
Please attach a copy of the documents regarding the official action taken.
6. Is disciplinary action pending against you in any state regarding a teacher’s or administrator’s certificate or license?
 Yes No
If yes, please attach a copy of the official documents regarding the action pending against you.
7. Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked, or been the subject of other disciplinary action regarding any profession in Kansas or any other state?
 Yes No
If yes, please indicate the action taken: revoked denied suspended
Which State(s)?
Please attach a copy of the documents regarding the official action taken.
8. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores?
 Yes No *If yes, which district(s)? _____*
When? _____.

9. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?

Yes No

If yes, which states(s) _____ When? _____

As you read these questions, note that alcohol is not indicated above, so you do not have to report alcohol-related incidents like an MIP (minor in possession), MIC (minor in consumption) or misdemeanor DUI due to alcohol. If any of these appear as your only charge/conviction, you can answer all questions on the Kansas licensure application "no". (Be aware that in other states, like MO, alcohol crimes may impact licensure, and some school districts may consider alcohol crimes for student teachers and employees.) A DUI for Drugs or a felony DUI should be reported. If you are unsure, WHEN IN DOUBT, REPORT IT!

If you:

- assume or have been told your diversion took the crime off your record – IT DOES NOT.
- are "not sure" whether you had something expunged, YOU PROBABLY DID NOT.
- assume you don't have to report it because you were a juvenile – YOU MUST REPORT IT.
- "forget" your past record and you don't reveal it, this is considered dishonesty and creates another issue with KSDE who will aggressively review your case. DO NOT LIE.

If you receive a letter from the KSDE Office of General Counsel:

- follow all directions carefully and submit all documents they request. KSDE cannot provide you with advice or help you obtain those documents;
- you will need to contact the Clerk of the Court to obtain documents related to your case:
 - ❖ **for Convictions-**
 - obtain certified copies of the charging documents (complaint or citation/ticket); and
 - obtain certified copies of the journal entry of conviction.
 - ❖ **for Diversions-**
 - obtain certified copies of the charging documents, and
 - certified copy of the diversion agreement; and
 - certified copy of the journal entry of dismissal.

KSDE may ask you to appear before the Professional Practices Commission (a KSDE committee of working teachers, KSDE and Higher Education representatives); and any decision from the Professional Practices Commission will go before the State Board of Education for final action. Just because you may have had an emergency sub license approved does not guarantee a teaching license will be!

Advice about getting a record expunged:

- it's often a simple process that may not require a lawyer;
- it can take a 4-8 weeks to complete;
- start by contacting the court (county or municipal) where the conviction/diversion occurred OR look for the paperwork on the court website;
- check to make sure of the time required for an expungement has been completed;
- if it can be completed before you apply for a license, work on completing the expungement;
- if it cannot be completed before you apply, REPORT the crime on your license application and include copies of the court documents;
- **Remember, an expungement can benefit you in more ways than just licensure.**

If your crime happened in Salina Municipal Court, requesting expungement may be fairly easy: go online for the forms and instructions. In most courts, the typical cost for expungement would be \$100-200; with more serious cases, you might want to hire a lawyer.

If a student answers "Yes" to any of the above questions:

1. the student will be asked to submit appropriate documentation to the Teacher Education Committee.
2. the student may appear before the Teacher Education Department/Unit Committee if he or she wishes. The university attorney or student's attorney also may be present.

EACH CASE WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.

The following factors will be taken in account:

FACTORS:

1. Nature of the felony or crime
2. Recency of the felony or crime
3. Rehabilitation related to the felony or crime
4. Potential danger to students

Teacher Education Department/Unit Committee decides if the student/candidate is to:

- (1) participate in early field experiences,
- (2) be admitted into the Teacher Education Program,
- (3) be accepted for clinical practice,
- (4) be recommended for licensure.

The Teacher Education Department/Unit Committee will take the above factors into account as they reach their decision concerning placement or acceptance of students. The Chairperson of the Teacher Education Department/Unit Committee will notify the student, in writing, of the decision. In addition, copies of that notification will be sent to the Provost, the Director of Teacher Education, and Licensure Officer. As with all issues regarding teacher education decisions, the student/candidate has the right to appeal. The appeals process is listed in the KWU Catalog and the Teacher Education Handbook.

IMPLEMENTATION DATE JANUARY 15, 1996

Revised June 2016

Students will be required to answer the questions listed above:

- a. prior to early field placement in the Foundations and History of Education class,
- b. when they apply for admission into the Teacher Education Program,
- c. when they apply for clinical practice,
- d. when they apply for licensure

Students/Candidates who have been convicted of a felony involving the areas listed above may be denied licensure by the State of Kansas.

I certify that the information on this form is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate by the Kansas State Department of Education.

Signature: _____

Date: _____

Field Experience Disclosure

Have you ever Failed a course with an Early Field Experience?

Yes No

If yes, which class? _____ When? _____

Please attach an explanation.

Have you been dismissed from and Early Field Experience?

Yes No

If yes, which class? _____ When? _____

Please attach an explanation.

Have you dropped a course with an Early Field Experience?

Yes No

If yes, which class? _____ When? _____

Please attach an explanation.

**Kansas Wesleyan University Teacher Education Department
Teacher Education Program Reference Form**

Student Name _____ Reference Name _____ Level (Elem/Sec/P-12) _____

Access to Reference I am aware of my rights of access to this reference, as stated in the Family Education Rights and Privacy Act of 1974. I am also aware that I may waive all rights of access to this reference. Recognizing that "right of access" may have pronounced effect on the nature of the reference written, after careful consideration, I chose to

_____ retain my right to access of this reference

_____ waive my right of access to this reference on the basis that it be more valid and acceptable to those who must make judgment about my suitability for teaching

Candidate's Signature

Date

1. What is the candidate's greatest strength?

2. Please describe the candidate's general attitude towards academic work, his/her reliability and ability to work in a group with other students.

3. What is your overall evaluation of this candidate's potential for becoming a successful teacher?

_____ Recommend the candidate without reservations.

_____ Recommend the candidate with moderate reservations.

_____ Recommend the candidate but with serious reservations.

_____ Cannot recommend this candidate for teaching.

Please explain:

Name of Candidate: _____

Date: _____

Name of Rater: _____

Position of Rater: _____

Kansas Wesleyan University Teacher Education Dispositions

Dispositions are defined as the values, commitments, and professional ethics that influence behavior toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice (NCATE Professional Standards 2002 Edition). The dispositions listed below are expected of Kansas Wesleyan University candidates in the university classroom and in the schools. A remediation conference may be initiated if unsatisfactory or needs improvement areas are marked.

Directions: Mark 1, 2, 3, 4 on the line provided for each goal. Include comments if appropriate.

1	2	3	4
Unsatisfactory	Needs Improvement	Proficient	Distinguished
Candidate is not meeting expectations.	Candidate meets some expectations.	Candidate meets all expectations.	Candidate meets all expectations and goes above and beyond what is expected.

Goal 1 – Academic Excellence:

Rating Scale from Above: _____

The candidate possesses the knowledge bases in liberal arts and his/her content area, and in pedagogical skills and demonstrates academic and professional excellence to teach all students.

- Comes to class prepared
- Uses grades/rubrics/study guides to improve skills
- Justifies ideas with research/evidence
- Uses correct spelling, grammar, sentence structure
- Has respect, seriousness, and the intent to acquire knowledge

Comments:

Goal 2 – Personal Qualities

Rating Scale from Above: _____

The candidate demonstrates the intra and interpersonal skills to create an effective learning environment.

- Actively listens during class
- Asks/answers questions during class that demonstrates authentic interest
- Collaborates and contributes in group work
- Accepts and acts on constructive feedback
- Takes responsibility for actions

Comments:

Goal 3 - Commitment**Rating Scale from Above:** _____

The candidate demonstrates a commitment to education and life-long learning.

- Gets things done despite hardships
- Is accountable and reliable
- Adheres to assignment guidelines/due dates
- Takes initiative to understand concepts
- Goes above minimum expectations

Comments:

Goal 4 - Leadership**Rating Scale from Above:** _____

The candidate is dedicated to the community in which he/she lives.

- Interacts with others in a professional manner
- Actively involved with in the campus and community
- Approaches diversity with a positive attitude and remains open to differing opinions
- Demonstrates respect of cultural differences of others
- Collaborates with others

Comments:

Goal 5 - Ethics**Rating Scale from Above:** _____

The candidate is committed to faith and demonstrates ethical behavior in creating caring learning environments for all students.

- Represents the University positively
- Complies with University and Teacher Education policies and procedures
- Trustworthy in communication and interaction with others
- Accepts responsibility for personal actions and behaviors
- Demonstrates academic honesty

Comments: