Secondary & K-12 Teacher Education Application Guide

For more information about admission:
William L. Slodki
Director of Teacher Education Admission
630.617.3482 telephone
630.617.3736 fax
slodkiw@elmhurst.edu

For more information about the program:
Theresa Robinson, Ph.D.
Director of Secondary Teacher Education
630.617.3232 telephone
630.617.3736 fax
theresa.robinson@elmhurst.edu

9.14.18
The secondary education program is designed as a major for sophomores, juniors and seniors. The program has a flexible entry point, which allows students to enter as sophomores or juniors. A recommended course sequence is included in this document on page 7. The program is “transfer-friendly” for students who begin their academic careers at community colleges. Elmhurst College’s Secondary Education program has many unique features that are similar to the way in which medical professionals are prepared. The coursework and some clinical experiences in schools are coordinated and supervised by faculty during every semester.
REQUIRED DOCUMENTATION FOR APPLICATION TO THE SECONDARY Education TEACHER EDUCATION PROGRAM AT ELMHURST COLLEGE

☐ A COMPLETED APPLICATION

A formal application must be submitted by the specified dates [see page 5]. The Secondary Education Teacher Education application is electronic. The form may be downloaded from the Admissions page at: https://www.elmhurst.edu/academics/departments/education/admission-requirements/secondary-education

The application requires the newest version of Adobe Reader™, which is available on the Admissions page. All applications are submitted electronically to SECadmissions@elmhurst.edu.

Applications should be submitted in advance of the following required ancillary documents: 1 completed form of recommendation, Elmhurst College degree audit/transfer institution transcript and criminal background investigation (CBI). Recommendations, degree audit/transcript and the CBI will be added to your application file upon receipt by the Director of Teacher Education Admission. The date of admission is the date on which all materials have been received and admission is approved by the Department of Education.

☐ CREATE AN ELIS ACCOUNT

Individual Educator Identification Number (IEIN). IF YOU HAVE NOT ALREADY DONE SO, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) at https://sec3.isbe.net/IWASNET/sign_up.aspx

AFTER YOU'VE CREATED YOUR ELIS ACCOUNT, REQUEST YOUR SCORES BE SENT TO ISBE DIRECTLY FROM ACT OR SAT: If requesting an ACT plus Writing score report: use ACT code 3001 when ordering. If requesting an SAT score: use SAT code 6773. CHECK YOUR ELIS ACCOUNT TO VERIFY YOUR ACT/SAT SCORE REPORT HAS BEEN ACCEPTED IN LIEU OF THE TAP. Please allow 60 days for this information to be added to your ELIS account.

☐ 1 FORMAL RECOMMENDATION

Forms for Recommendations are located on the website with the application. Download the form and fill in your personal information at the top. The recommendation should be requested from college professors or school-based professionals who can best complete the recommendation form and support your decision to become a secondary education teacher. For example, good choices might be a former instructor or a mentor teacher who supervised you in fieldwork with adolescents. Recommendations may not be requested from a family member or personal friend. The names of these recommenders should be referenced in your letter of application.

☐ CRIMINAL BACKGROUND INVESTIGATION (CBI)

An Illinois State Police criminal background fingerprint check is required for admission. The CBI must have been completed within one year prior to the date of admission. All students admitted to a teacher education program must follow the Elmhurst College Teacher Education Criminal Background Policy provided on the website with the application. No CBI should be submitted if there was an arrest after the date on the CBI, rather a new CBI should be completed and submitted that was at least 30 days after the arrest date.
All CBIs are reviewed by the Director of Teacher Education Admissions and returned to the applicant. If a CBI indicates an applicant may have a criminal record that would make it difficult to secure field placements or may not meet licensure requirements, the Department of Education chairperson and Director of Early Childhood Teacher Education will contact the applicant for a meeting.

The Department of Education provides opportunities for students to obtain CBIs on campus several times a year. For more information contact: Judith Kaminski, Director of Student Teaching & Field Experiences, at judithk@elmhurst.edu

☐ **EVIDENCE OF PASSING TEST OF BASIC SKILLS SCORE** (not required for admission)
The Department of Education *highly encourages* applicants to submit Test of Basic Skills scores (T.A.P, ACT+ writing, or SAT) as soon as possible. If you have a qualifying test score at the time of admission, please provide the evidence of the passing score at the time of application.

- Passing all sections of the Test of Academic Proficiency (TAP #400); [www.il.nesinc.com](http://www.il.nesinc.com)
- A composite ACT + Writing score of at least 22 with a minimum 19 in Combined English/Writing if taken before September 1, 2015; or 16 on the Writing section if taken after September 1, 2015; or 6 on the Writing if taken after September 10, 2016. [www.actstudent.org](http://www.actstudent.org)
- A composite (math, reading, writing & language) SAT score of at least 1030 with a minimum 450 on the essay before March 5, 2016; or a composite SAT with Essay score of 1110 (Evidence-based Reading and Writing + Mathematics = 1110 or higher) and a minimum score of 26 on Writing and Language Test after March 5, 2016. [www.satcollegeboard.org](http://www.satcollegeboard.org)

*Please note:* Score results from ACT plus Writing take 5-8 weeks; T.A.P subareas can be retaken after 30 days. See information on substituting the ACT + Writing or SAT scores at [http://www.elmhurst.edu/education/384703031.html](http://www.elmhurst.edu/education/384703031.html)

**APPLICATION DATES**
Applications may be submitted during the sophomore year while required coursework is in progress.

- Applications will be accepted for fall admissions beginning February 1st
- Applications will be accepted for spring admissions beginning September 1st

All admitted students’ transcripts are checked prior to each semester to insure all requirements have been successfully completed for final admission.
### Checklist FOR ADMISSION TO SECONDARY EDUCATION & K-12 (SEC) PROGRAM

<table>
<thead>
<tr>
<th>Entry</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. Formal Recommendation</td>
<td></td>
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<tr>
<td>Personal Statement</td>
<td></td>
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<tr>
<td>2.75 Minimum Cumulative GPA</td>
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<tr>
<td>English Composition Course (ENG 106)</td>
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<tr>
<td>Fingerprint Background Check shows no criminal history.</td>
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<tr>
<td>Signed test score waiver</td>
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<tr>
<td>Passing Score on TAP, ACT+ Writing or SAT w/essay (not required for admission)</td>
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Potential Candidate: 

Date Application Submitted: __________ Term Applied For: __________

Admission Director’s Signature: __________ Date: __________

| DIRECTOR: □ ADMIT FOR FALL/SPRING □ DO NOT ADMIT |
| SEC Director’s Signature: __________________________ |

ELMHURST COLLEGE SECONDARY EDUCATION TEACHER EDUCATION APPLICATION GUIDE
POLICIES & PROCEDURES FOR ADMISSION TO SECONDARY EDUCATION TEACHER EDUCATION

Applicants cannot be admitted to a teacher education program until they are first admitted to Elmhurst College. A Department of Education application will have an application completion date reflecting when all required materials were received by the Department of Education. Admission decisions are made monthly and candidates will be notified of their application review status within 30 days from the receipt of their completed application. If an applicant meets admission requirements, but space is no longer available in the specific program for the requested term, admission will be offered for the next term.

The Director of Teacher Education Admission will inform applicants in writing of admission decisions. A letter of admission will include:

- The semester for admission; and
- The name of a faculty member assigned to the newly admitted teacher education candidate. All candidates are required to meet with this faculty member at least two weeks prior to the beginning of their first semester in program to confirm that all prerequisites have been met and to plan their two-year course plan.

Applicants with minimal qualifications may be denied admission. There is no appeal for applicants who are denied admission based on the quality of their application. An established appeal procedure is available for applicants who feel that their applications were not properly processed. Students may not reapply to any teacher education program once they have been denied admission.

Applicants admitted to a teacher education program may request a change to another program on a space available basis and with approval of the new Program Director. Field hours completed for a previous program may not be credited toward the new program. Changing programs could delay program or degree completion.

Admission to a teacher education program does not guarantee admission to student teaching. All teacher candidates must meet specific requirements for remaining in a teacher education program and must apply for student teaching. State examinations also are required prior to admission to student teaching. State examinations include a test of basic skills (TAP, ACT, or SAT) and content area exams.

Review of teacher candidates is continuous. Candidates who are removed from a teacher education program or not admitted to student teaching have the right to appeal the decision to the College’s Teacher Education Committee.
Advising Sheet for SECONDARY EDUCATION & K-12 (SEC) Program

The following is the suggested course sequence for Secondary Education once admitted to Teacher Education. See departments for suggested scheduling of specific subject area i.e. second major requirements.

• **EDU 104** Cultural Foundations of Education in the United States *(may be taken prior to admission to the Teacher Education (TEP) Program.)*

**Semester 1**
- **SEC 200** Introductory Seminar to Teaching as a Caring Profession (.50 credit)
- **SEC 223** Education of PK-12 Learners with Exceptionalities or KIN 312 (Physical Education majors only)
- Elmhurst College Integrated Curriculum requirements (ECIC)
- 2nd Major requirements

**Semester 2**
- **SEC 300** Intermediate Seminar for Teaching in Diverse and Inclusive Schools(.25 credit)
- **SEC 310** Methods and Best Practices in Middle and Secondary Education
- **SEC 311** Educational Psychology
- ECIC requirements
- 2nd Major requirements

**Semester 3**
- **SEC 421** Theory and Practice for Developing Academic Literacies in K-12 Classrooms
- **SEC 450** Advanced Seminar in Teacher Collaboration and Professional Practice (.25 credit)
- **XXX 440** Special Methods of Teaching in Academic Subject Fields or **(SEC 463 Methods for Teaching Science)**

**Student Teaching**
- **SEC 455/457** Student Teaching in Secondary and Middle Schools (3.00 credits)*

All coursework must be complete prior to admission to student teaching. You may not take courses while student teaching.

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* Admission to Elmhurst College is not admission to a teacher education program.
TEACHING ENGLISH LEARNERS (TEL) ENDORSEMENT

Teacher candidates will earn the State of Illinois ESL or Bilingual endorsements on their Professional Educator License.

**Course Sequence.** The TEL minor requires 6 courses with a minor GPA of 2.750 and C (2.0) or higher in all courses. The courses are scheduled throughout the EYC blocks with one TEL course before entry into program. One TEL course in the J-term of junior year, two TEL courses in Block 2, and two TEL courses in Block 3 and one TEL course during the student teaching semester. The 1-semester- hour capstone project is required during student teaching. Therefore, all TEL minors must complete student teaching in a classroom with English language learners and a teacher who has earned the endorsement. EYC majors who are seeking the bilingual endorsement should plan to take the Target Language Proficiency exam before Block 2 & TEL 31. [www.il.nesinc.com](http://www.il.nesinc.com)

**Additional information.** Some TEL courses are offered only in the evening. The Bilingual endorsement requires a language proficiency test. The ESL and Bilingual endorsements both require an additional 100 hours of field experiences, which are distributed throughout the 6 courses.

For further information on the TEL minor contact Dr. Beverly Troiano [beverly.troiano@elmhurst.edu](mailto:beverly.troiano@elmhurst.edu) in the Department of Education.

READING TEACHER ENDORSEMENT

Teacher candidates will earn the State of Illinois Reading Teacher endorsement on their Professional Educator License. This endorsement allows the teacher the ability to reaching reading grades K-12. Secondary Education majors seeking the Reading Teacher endorsement should plan to take the Reading Teacher test (177)

**Course Sequence**

- 316: Literacy III: K-12 Instructional Strategies and Interventions **FALL ONLY**
- 440: Diagnosis and Remediation of Reading Difficulties
- 445: Reading Practicum **JTERM**
  * ENG 315: Adolescent Literature
  * SEC 421: Building Academic Literacies for K-12 Classrooms

Reading Teacher minors should also choose 2 of the 3 following courses:

- 373: Using Pic Books & Informational/Non-Fiction Text to Teach Rdg. Skills & Strategies in K – 8 Classroom **JTERM, OR**
- *ENG 372: Multicultural/ Post-Colonial Literature OR*
- EDU/SPN 304: Teaching Hispanic Children's Literature in Elementary & Middle Schools.

**Additional information.** The minor is a total of 25 semester hours. Courses with asterisk are included in the English major or Secondary Education major. For further information on the Reading Teacher minor contact Theresa Y. Robinson PhD [theresa.robinson@elmhurst.edu](mailto:theresa.robinson@elmhurst.edu) in the Department of Education.

LETTER OF APPROVAL FOR SPECIAL EDUCATION

Teacher candidates will earn the Letter of Approval for Special Education on their Professional Educator License.

Earning the Letter of Approval with an Early Childhood endorsement means that students with disabilities may be placed in the Early Childhood/Prekindergarten teacher’s classroom for special education services to be provided by the classroom teacher. Although this endorsement is in high need, it is not the same as earning the K-12 Special Education endorsement, which is in high demand (see the Special Education Major).

**Course Sequence.** The Letter of Approval requires 4 education courses with a minor GPA of 2.750 and C (2.0) or higher in all courses and a student teaching placement supporting young children with disabilities.
The courses are distributed as follows: EYC 326 Typical and Atypical Language Development and Emergent Literacy and EYC 328 Family and Community Relationships are taken in the first fall term (Block 1). EYC 412 Assessing Young Children and EYC 414 Early Childhood Special Education Methods are taken in the spring term (Block 2). EYC 454 Student Teaching is completed in Block 4. One of the two 8 week student teaching placements is completed in an Early Childhood Special Education classroom.

For further information on the Letter of Approval contact Dr. Linda Dauksas dauksasl@elmhurst.edu in the Department of Education.