

GENERAL APPLICATION INSTRUCTIONS AND GUIDELINES

Admissions Process: Your admission to the LSSU Professional Education (Certification) program will be based upon meeting a) objective standards (completion of required courses, passing the MTTC, etc.) and b) performance standards (GPA, writing proficiency, etc.) Scoring rubrics for the performance standards are provided below:

A. Overall Grade Point Average (g.p.a.)

Your overall grade point average (on a 4.0 scale, 4.0 = A) for the courses you have taken in college including courses you have transferred to LSSU. The scale is from zero to 4.0 points.

B. Writing

Each applicant will complete an extemporaneous essay written at LSSU Testing Center. Schedule an appointment by calling: 906-635-2452. Writing samples will be scored on the basis of construction (grammar and syntax) and content (quality of analysis, extent of addressing question). 4 pts. Distinguished; 3 pts. Adequate; 2 pts. Marginal; 1 pt Unacceptable

Construction	Content
<ul style="list-style-type: none">• Run-on sentences• Sentence Fragments• Punctuation• Misspelled words• Wrong words (e.g., <i>our</i> instead of <i>are</i>)• Awkward sentences (syntax and word choice problems)• Subject-verb agreement	<ul style="list-style-type: none">• Student clearly addresses the issue• Student takes a position on the issue• Reasons/grounds for student's position are enumerated• Each reason/ground is supported and developed• The student provides a logical, well-developed conclusion

C. Teaching/Child – Related Experiences

These will be evaluated from your list of experiences.

4 pts. Extensive Experience: volunteering in schools and working with children of the age you wish to teach, substitute teaching.

3 pts. Some experience with children and teaching/tutoring, etc....

2 pts. Some experience with children (babysitting, siblings, etc...); no teaching.

1 pt No experience with children.

D. Interview

Interviews with representatives of LSSU.

4 point scale based upon applicants ability to:

1. Demonstrate a commitment to the teaching profession.
2. Demonstrate the skills and attributes necessary to be an effective teacher including: personal responsibility, self discipline, productivity, ability to relate to others, proper use of formal English, and an ability to express ideas clearly.

In the event that more students qualify for admission to the Professional Education (Certification) program than University resources can accommodate, a selection system may be established. The criteria to be used in selecting students will include, by way of example, but not by way of limitation: g.p.a.'s, faculty recommendations, representation from under-represented populations, and teaching subject area demand.



**Application for Admission to Professional Education (Certification) Program
LSSU School of Education**

Admission Checklist

Submit application in to the School of Education office, Crawford Hall 203 (906) 635-2811

Check each box indicating that you will have completed each requirement by the end of the semester in which you apply for admission. If you cannot check every box you may not be eligible for Admission and should consult your adviser, attach narrative when necessary to describe any outstanding issues.

- I will have completed 60 or more semester hours of college level coursework
(credits increase from 45 to 60 effective for the fall 2008 with GPA of 2.70 or higher)
- I will have completed EDUC150 and EDUC250 each with a grade of B- (2.70) or better
- I will have completed a minimum of 80 hours of experience with children and youth, document using form F310 by the end of this semester. (download guidelines <http://www.lssu.edu/education/forms.php>)
- I will have completed ENGL110, ENGL111, COMM101 and either MATH102 or MATH207 (college algebra or calculus are also acceptable) each with a grade of C (2.00) or higher. (Math prereq new for fall 2008 http://www.lssu.edu/education/pdf/prerequisites_flowchart_u07.pdf)
- I've earned a minimum grade of C in each course in courses from major, minor, elementary planned program
- I've declared my major and minor(s) to an approved teaching field, and have an assigned teaching adviser
- I've passed the MTTC Basic Skills Test (three parts) or am scheduled for the next test on: _____
 - You must code the MTTC to have the scores sent to LSSU or have an official copy sent at your expense (similar to a transcript request.)
 - I AGREE to allow the use of my MTTC scores for the express purpose of program review and curriculum development by faculty and staff of the university. INITIAL: _____
- My overall GPA is 2.70 or higher. If GPA is between 2.40 and 2.70 a specific plan for improvement must be attached demonstrating that the GPA can be raised to 2.7 within 2 semesters.
- I've scheduled for Admission Interview. You must schedule an interview, times and dates will be posted in the Education office by the application deadline.
- I've scheduled and/or taken the extemporaneous essay in the Testing Center. Contact the Testing Center the week prior to the application deadline. Carol Boger at 635-2452
- I have checked for updates and notices at the Education website: <http://www.lssu.edu/education>
Helpful guide sheets and other useful links and information are online. Contact the School office w/ questions.

Please submit attachments in this order:

- clip the documents in the upper LEFT corner (no folder or staples please)
 1. This packet (pages 1-5) Print your Name HERE _____
 2. Please provide a photocopy your confirmation letter from NES for your permanent file
 3. Formal Degree audits for major/minor(s) - indicating courses completed to date, semester taken and grade. See your academic advisor or department for the audit sheets, unofficial working copies, not signed
 4. Signed Criminal Background Check – LSSU **Form F025** <http://www.lssu.edu/education/forms.php>
Also attach Michigan form F023 or Ontario form F024
 5. Unofficial transcripts: Current LSSU students provide copy from your web account, transfer students provide student copies from current institution
 6. Teacher/Child Related Experiences use form F310 with F315 and F320
 7. Optional: You may submit a letter addressing any issues or concerns that would affect your admission, or the consideration of your application, attach this letter to the application.

Application to Professional Education (Certification) Program

Complete this form if you can answer YES to either of these questions:

1. Did you have transcripts sent to LSSU from another institution: _____
2. Are you currently enrolled in courses at another institution: _____

Request to Share a Non-LSSU Transcript

Students: ONLY use this form if you have earned credits from another institution. This form allows the LSSU Registrar to provide the LSSU Department of Education a copy of your Non-LSSU transcripts to be included in your permanent file. Please resubmit this form if you subsequently complete additional courses from another institution prior to your graduation from LSSU.

Registrar: Please forward a copy of my transcript(s), from the following institutions, to the LSSU School of Education

(Institution Name)

(Institution Name)

(Institution Name)

(Institution Name)

(Institution Name)

(Institution Name)

Print Name

Student ID Number

Signature

Date

Student: Attach this to your application for admission

Registrar's office: Please attach this form to the transcripts and return to the School of Education.

LSSU School of Education - PLAN OF STUDY

Directions: Attach to your application to the School of Education **both a degree audit and a plan of study.**

1) On the audit sheet, (download from education website and attach as a separate document) indicate the semester you completed each course and the grade earned. Include only courses completed through the semester in which you apply <http://www.lssu.edu/education/degreeaudit.php>

2) On the Plan of Study, (a table shown below) indicate the tentative semester in which you will complete each of the remaining course requirements to graduate. Fill in the year for each semester.

Your program is: Elementary Secondary

Degree: _____ **Major:** _____ **Adviser:** _____

Minor: _____ **Minor:** _____

PLAN OF STUDY					
Fall:		Spring:		Summer:	
Course s	Credits	Courses	Credits	Courses	credits

Fall:		Spring:		Summer:	
Course s	Credits	Courses	Credits	Courses	credits

Fall:		Spring:		Summer:	
Course s	Credits	Courses	Credits	Courses	credits