

Elementary Teacher Education Undergraduate Program 2019-2020 Academic Year

Urban Institute for Teacher Education
College of Education

Program information is subject to change without notice
Updated 5/2019

Elementary Education and Teacher Licensure

The Elementary Teacher Education Program at the Urban Institute for Teacher Education at the University of Utah is designed to effectively prepare teacher candidates to work with students across various age and ability levels, and from diverse cultural, linguistic and socioeconomic backgrounds.

Upon successful completion of the program and the Praxis II Elementary Education Content Knowledge Exam, graduates are recommended to the Utah State Office of Education through the Urban Institute for Teacher Education to receive their K-6 Utah Level I Teaching License. Students have the option of also earning their ESL Endorsement by completing a few additional courses and the Praxis II English to Speakers of Other Languages Exam.

Admission to the Elementary Teacher Education Program

Students may be admitted at any time during their Bachelor's degree program. The earlier a student is admitted to the program, the more flexibility he or she has within the program and the more benefits they receive from faculty mentoring and advising. Admitted students are also eligible for more scholarship and financial aid opportunities. However, due to the competitive nature of the program, meeting minimum admission standards does not guarantee acceptance into the Elementary Teacher Education Program.

Bachelor's Degree Requirements

To graduate with a Bachelor's of Science or Arts degree in Elementary Education, students must complete University of Utah requirements (General Education and Bachelor's Degree courses) in addition to Elementary Teacher Education major and program requirements. Many courses within the teacher education program can be used to fulfill general education and Bachelor's degree requirements. Please see the course list on pages 2, 3 and 4, or meet with the Elementary Education Advisor to review program and graduation requirements.

Contact information

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**Urban Institute for
Teacher Education (UITE)**
THE UNIVERSITY OF UTAH



Elementary Teacher Education Program Courses and Requirements

General Education Requirements	Bachelor's Degree Requirements
<ul style="list-style-type: none"> ___ American Institutions (AI) ___ Writing (WR2) ___ Math (QA) MATH 1050 or Math 2000 (<i>see Advisor for details</i>) ___ Statistics/Logic (QB) MATH 4010 ___ Fine Arts (FF) <i>Integrating Fine Arts Pre-requisite Course</i> ___ Fine Arts (FF) <i>Integrating Fine Arts 3015 Courses</i> ___ Physical/Life Science (SF) ___ Physical/Life Science (SF) or Applied Science (AS) ___ Social and Behavioral Science (BF) ED PS 2030 ___ Social and Behavioral Science (BF) <i>Child Development</i> <u>X</u> Humanities (HF) requirements will automatically be satisfied by successfully completing coursework for the Elementary Teacher Education Program 	<ul style="list-style-type: none"> ___ Upper-Division Communication/Writing (CW) ED PS 5005 ___ Diversity (DV) <i>Ethnic Studies Course</i> ___ Upper-Division International (IR) ED PS 4331 Bachelor of Science Program automatically fulfills BS Requirement ___ Upper-Division Quantitative Intensive (QI) MATH 4010 ___ Upper-Division Quantitative Intensive (QI) MATH 4020 <li style="text-align: center;">OR Bachelor of Arts* Must complete all BS requirements in addition to: ___ 4th Semester Language Requirement (2020) ___ 122 Semester Hours ___ 40 Upper-Division Semester Hours ___ Residency Hours Requirement ___ Minimum 2.0 Cumulative GPA^

*Completing the language requirement for a Bachelor of Arts Degree does not replace required math courses. Students must still complete Math 4010 and 4020.

^All courses used for the Elementary Education Program must be completed with a grade of "C" or better, regardless of University grading standards for General Education and Bachelor's Degree Requirements

Professional Education Core Courses

All courses must be completed with a grade of "C" or better

Years 1 and 2: Students should begin Years 1 and 2 coursework while completing general education requirements

- ___ EDU 1010 Introduction to Teaching (3) - Course has an 20 hour field practicum component. Course is prerequisite to Year 3 Courses. Background check required prior to enrolling in the course. Go to <http://uite.utah.edu/background-check.php> for procedures and enrollment information.
- ___ EDU 5200 Teacher Language Awareness (3) - Course has a 16 hour field practicum component; course is prerequisite to ECS 5645) Course is only offered fall/spring.
- ___ ED PS 2030 Research and Inquiry in Education (3)
- ___ ED PS 2110 Learning, Literacy and Development (3)
- ___ ED PS 2140 Using Technology in Diverse Classrooms (2) Course is prerequisite to Year 3 Courses.
- ___ MATH 4010 Math for Elementary School Teachers I (4) - Course has a 6 hour field component; has a pre-requisite of MATH 1010⁰ with a grade of B- or better OR Math 1050/2015[‡] with a C or better; fulfills QB and QI. Please see advisor for Math route details.
- ___ SP ED 2011 Inclusive Early Childhood and Elementary Classrooms (3)
- ___ SP ED 5021 Principles of Assessment & Data-Based Decision Making (3) Course is prerequisite to ECS 5645
- ___ **Home, School Community Relations Choose 1 (online only)**
 - ___ FCS 2180 Family, School and Community Connections (3)
 - ___ ECS 5709 Building Family-School Partnerships for Youth Success (3)
- ___ **Integrating Arts Course Choose 1**
 - ___ EDU 5300 Integrating Art Curriculum in K-6 Urban Schools (3) (course only offered spring)
 - ___ FCS 2640 Integrated Curriculum Methods (3) (course only offered fall/spring)
- ___ **One Child Development Course—Choose 1 (Course fulfills BF requirement):**
 - ___ FCS 1500 Lifespan Human Development (3)
 - ___ FCS 2570 Middle Childhood: The School Years (3)
 - ___ FCS 3215 Beginnings: Development During Infancy & Childhood (3)
 - ___ PSY 1220 Infancy and Child Development (3)
 - ___ ED PS 3720 Child Development and Learning: Understanding Children Birth to Grade 6 (3) (recommended)

[‡] Math courses used as prerequisites expire after two years. Students have one year to take Math 4020 after they have taken Math 4010. Students should take the CLM Accuplacer test if their coursework has expired. For more information regarding Math Sequence Options, please see the Elementary Education Academic Advisor. To register for Math courses, go to www.math.utah.edu and complete the Permission Code Request form.

- ___ **One Ethnic Studies Course**—Choose 1 (*Course fulfills DV requirement Course is prerequisite to ECS 2150*):
 - ___ ETHNC 2550 African American Experience (3)
 - ___ ETHNC 2560 Chicana/o Experience (3)
 - ___ ETHNC 2570 American Indian Experience (3)
 - ___ ETHNC 2580 Asian Pacific American Experience (3) - Also fulfills BF
 - ___ ETHNC 2590 Pacific Islander Experience (3)
 - ___ FCS 3290 Ethnic Minority Families (4)
 - ___ LEAP 1100 Seminar in Humanities (3)
- ___ **One Multicultural Education Course**—Choose 1 (*Course is prerequisite to ECS 5645, and an Ethnic Studies prerequisite*):
 - ___ ECS 2150 Introduction to Multicultural Education – *Course has an 18 hour field practicum component.*
 - ___ ECS 5634 Bilingual Bicultural Education - *Course has an 18 hour field practicum component. Course is only offered in spring.*
- ___ **One Integrating Fine Arts Course**—Choose 1 (*Prerequisite and 3015 courses fulfill FF requirements. 3015 course is prerequisite to FA 4000*)*, Students should note that 3015 courses are only offered once a year.
 - ___ ART 3015 Materials and Methods of Art (3) - *Course is fall only. Course has a pre-requisite of ART 1015.*
 - ___ DANC 3015 Materials and Methods of Dance (3) - *Course is summer only. Course has a pre-requisite of DANC 1023 or DANC 1075. For more information concerning the times of this class, please see the Elementary Advisor.*
 - ___ MUSC 3015 Creative Connections in Music (3) - *Course is spring only. Course has a pre-requisite of MUSC 1015.*
 - ___ THEA 3015 Materials and Methods in Theatre (3) - *Course is fall only. Course has a pre-requisite of THEA 1033.*
 - ___ ART 3530 Art Education k-12 (3) - *Course is fall/spring. This course does not have a prerequisite and does not fulfill a Fine Arts Gen Ed requirement. Only take this course if you already have your FF Gen Ed complete. (ART 3540 previous number)*

Year 3: Students may begin Year 3 coursework during Years 1 and 2 as s prerequisites have been fulfilled.

- ___ ED PS 4331 International Children's and Adolescent Literature (3) - Fulfills IR
- ___ ED PS 5315 Reading Methods I (3) - *Course has a pre-requisite of EDU 1010*
- ___ EDU 5316 Reading Practicum K-3: Next Steps (1) – *Course is to be taken concurrently or after with ED PS 5315; has a 25 hour field practicum component*
- ___ ED PS 5321 Reading Methods 4-6 (3) – *Course has a pre-requisite of EDU 5315*
- ___ EDU 5321 Reading Practicum 4-6: Higher Steps (1) – *Course is to be taken concurrently or after with ED PS 5321; has a 25 hour field practicum; has a prerequisite of EDU 5316*
- ___ ED PS 5005 Writing Instruction and Assessment K-6 (3) – *Course fulfills CW*
- ___ EDU 5375 Science Methods (3)
- ___ ECS 5645 Assessment of Linguistically Diverse Populations (3) – *Course has prerequisites of ECS 2150 or ECS 5634, EDU 5200 and SP ED 5021. Please go to <http://ecs.utah.edu/documents/student/ECS-5645.pdf> to register for the course. All prerequisites must be completed with passing grades to take the course.*
- ___ FA 4000 Integrating Arts into Academic Learning (3) – *Course has a prerequisite of Integrating Fine Arts. Course is only offered fall/spring.*
- ___ ECS 5647 Inst Meth for Ling Diverse Pop (3) – *Course has a 15 hour field practicum component; has the same prerequisites as ECS 5645. Should be taken concurrently or after ECS 5645. Course is only offered fall/spring. Optional for Elementary Education program, but required for the ESL endorsement*
- ___ MATH 4020 Math for Elementary School Teachers II (4) – *Course has a 6 hour field practicum component; has a prerequisite of MATH 4010 and MATH 2000; fulfills QI. Course must be taken within one year of completing Math 4010. See advisor for details.*
- ___ SP ED 5022 Principles of Instruction & Behavioral Support (3)

Licensure Program Courses

All courses must be completed with a grade of "C" or better

Year 4/Final Year: * Students must be admitted to the Elementary Teacher Education Program, be in good academic standing, and have completed Years 1, 2, and 3 coursework before beginning Year 4/Final Year coursework. Students must be admitted to the Elementary Education Program to begin Year 4/Final Year. Please see pages 4-5 for more information regarding Year 4/Final Year. * Please see attached last sheet with licensure tracks/pathways.

___ EDU 5310	Theories of Classroom Management (3)	___ EDU 5391	Professional Development Seminar (3)
___ EDU 5360	Elementary Math Learning Methods (3)	___ EDU 5395	Student Teaching: Elementary (9)
___ EDU 5380	Elementary Social Studies Methods (3)		
___ EDU 5390	Field Practicum: Elementary (3)		
___ EDU 5201	Practices, Ethics, & PD (1)		

Year 4/Final Year Program and Licensure Information

Year 4/Final Year

Licensure Cohort: For the final year of the program, students are assigned to a cohort: a group of students, University of Utah faculty, and public school faculty who remain together throughout a two-semester, field-based sequence. Once assigned, students move through the program with the same cohort in a prescribed sequence of courses. The cohort organization has been adopted to provide support, trust, collegiality, and challenge, and to encourage continuous feedback and evaluation.

Student Teaching: Student teaching assignments are located in a group of specially selected schools in which teacher candidates observe and practice teaching methods. Once in schools, students teach under the supervision of a cooperating classroom teacher and a university supervisor from the Urban Institute for Teacher Education. Student teaching placements are arranged by College of Education faculty in consultation with personnel from public school districts.

Fall Schedule: Teacher candidates will be placed in the schools two days a week and will be on campus three days a week during Fall semester. Fall Semester also includes responsibilities during the first few weeks of the public school year prior to the beginning of Fall Semester at the University.

Spring Schedule: Spring Semester will require a full-day (approximately 7:30am – 4:00pm), five-days-a-week time commitment from students as they complete their student teaching. Teacher candidates will student teach full time for 10 to 12 weeks under the guidance of the cooperating classroom teacher and will return to campus for three weeks of full-time closing activities and assignments. In addition, EDU 5391 Professional Development will be held one night a week.

Student Teaching License: Students need to apply for a Utah Student Teaching License prior to the beginning of fall semester of the licensure year. A copy of the license must be submitted to the Urban Institute for Teacher Education.

Orientation: There will be a mandatory orientation held during the spring semester prior to starting the Year 4 / Final Year of the program. This orientation provides students an opportunity to meet their assigned faculty cohort leader, meet the students within the same cohort, ask questions, and become familiar with Final Year requirements.

Praxis II Elementary Education Multiple Subjects Exam: Students must take the Praxis II Elementary Education Multiple Subjects Exam (#5001) in order to receive licensure recommendation. A passing score on each subtest is required. It is recommended that students take this test before student teaching.

Praxis II English to Speakers of Other Languages Exam: Students must take the Praxis II English to Speakers of Other Languages Exam (#5362) in order to receive the ESL endorsement (the ESL endorsement is not required for the program). It is recommended that students take this test before or during their student teaching.

Licensure Information

Following completion of all course, program, and degree requirements, students will be recommended for their Utah Level I Teaching License by the Urban Institute for Teacher Education at the University of Utah. In order to be considered for recommendation, candidates must have completed the following:

- Bachelor's Degree. Degrees will post approximately one month after graduation.
- Praxis II Exams. Scores from Praxis II tests need to be submitted to the Elementary Advisor prior to recommendation. Please note that Praxis scores are not sent to the University by the testing company and students are responsible for sending their scores to the advisor. Note that the full three page score report with passing scores from all tests is required for licensure.
- Application Form. An application form must be completed by the student and returned to the Urban Institute for Teacher Education.
- Educators Ethics Review and Quiz. Students must take the online quiz prior to receiving their license. The Educators Ethics Review and Quiz can be found at www.utah.gov/teachers.
- Current Background Check. Students must have completed and cleared a background check with the Utah State Board of Education. Background checks through the USBE are good for three years. If clearance has expired prior to recommendation, the student must renew the background check.

Students will work with the Elementary Education Advisor during spring semester of Year 4 to submit appropriate paperwork to be recommended for their Utah Level I Elementary Teaching License (k-6).

Elementary Teacher Education Program Policies

Satisfactory Performance and Academic Progress: Each instructor will expect satisfactory performance in your coursework. The overall quality of your work, as well as your progress toward completing the program, will be monitored each semester.

Minimum GPA: Once admitted to the Elementary Education Program, a student must maintain at least a 3.0 term-by-term GPA. If a student fails to maintain the 3.0 term GPA requirement, he/she will be placed on scholastic probation and may not register for any Licensure Program Courses (Year 4/Final Year).

Minimum Grades: All courses and prerequisites required for the Elementary Teacher Education Program must be completed with a grade of "C" or better. Courses in which the student receives a "C-" or lower grade must be repeated for a higher grade. In cases where program courses are used for General Education and/or Bachelor's Degree requirements, students must adhere to the program grade policy of receiving a "C" or better, and not the University of Utah grade standard.

All program courses must be taken for a letter grade and not taken under the University's "Credit/No Credit" option. The only exceptions to this policy are courses designated by the department as Credit/No Credit. This includes only the following program courses: EDU 5316, EDU 5321, EDU 5390, EDU 5395, and EDU 5201.

Repeating a Course: Courses in the Elementary Education Program may only be repeated once.

Transfer/Equivalent Courses: For approval of transfer/equivalent courses to meet the requirements for the Elementary Education program, students must make a formal request by submitting syllabi or course descriptions of their transfer/equivalent courses and unofficial transcripts to the Elementary Education Advisor. Acceptance of transfer/equivalent courses is the discretion of the Urban Institute for Teacher Education. Please note that Licensure Program Courses during Year 4/Final Year will not be accepted from transfer schools.

Time Limit on Courses: Due to developments in the research on teaching, learning, and classroom practices, the standards for teacher licensure as set by the Utah State Board of Education are constantly changing. As such, program courses that are five (5) years or older may not be accepted if a student is not continuously enrolled in program coursework at least during Fall and Spring semesters. Expired courses will not be counted toward the requirements needed to complete the program.

Substitute Courses: The Urban Institute for Teacher Education reserves the right to substitute courses to fulfill program requirements.

Licensure Program Courses: All coursework in Years 1, 2, and 3 of the Elementary Teacher Education Program must be completed prior to starting Licensure Program Courses (Year 4/Final Year).

Course Offerings: Courses are not guaranteed to be offered every semester. Students are advised to meet with the Elementary Education Advisor of the Urban Institute for Teacher Education to know the most current course offerings.

Scholarships and Financial Aid: The College of Education offers annual scholarships available to both admitted and non-admitted elementary education students. Scholarship applications are available online at <http://education.utah.edu/students/financial-aid.php>, and are to be returned to the Institute's main office by the scholarships deadline. Federal and state financial assistance is also available to students. Please contact the Financial Aid office at 801-581-6211 or <http://financialaid.utah.edu/> for more information. Students who are admitted to the program are eligible for more scholarship and financial aid opportunities.

Student Code: A letter indicating possible violations of the student code and appropriate student responses will be placed in the student's file.

Criminal Conviction: Continuation in the program and receiving teacher licensure may be denied by the State of Utah due to previous criminal conviction. Please contact the Associate Dean for Professional Education of the College of Education before proceeding with your teacher education if you have questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Office of Education, 250 East 500 South, Salt Lake City, UT 84111, will review all such cases.

Elementary Teacher Education Program Admission Process

Students must complete an application and be admitted to the Elementary Teacher Education Program to complete the bachelor's degree and licensure requirements. Students may be admitted at any time during their bachelor's degree program once they have been admitted to the University of Utah. However, students must be admitted prior to February 1st of the fall semester of their Year 4/Final Year.

Admission Deadlines

February 1st: All students beginning their Year 4/Final Year Fall semester must submit their admissions application by February 1st of that same calendar year. For example, a student planning to begin their final year Fall 2019, must submit their admissions application by February 1, 2019.

Early Admission: Students may apply for admission into the program at any time after they have been accepted to and have begun classes at the University of Utah. Students are encouraged to apply early. Early admittance may give have more opportunity for Financial Aid benefits.

Admission Requirements

To be considered for admission into the Elementary Teacher Education Program, applicants must meet all of the following criteria:

- **Matriculated Status:** Students must be admitted as a degree seeking student at the University of Utah prior to being accepted into the Elementary Teacher Education Program.
- **GPA Requirements:** Applicants must maintain a cumulative 3.0 GPA upon admissions.
- **Completed Application Packet upon Admissions:** Applications that are incomplete or missing materials will not be reviewed for admissions. Application materials are listed below.

Application Checklist and Materials

Application Checklist

- ___ Completed Online Application for Admission to the Elementary Teacher Education Program
- ___ Statement of Professional Purpose
- ___ Three Letters of Recommendation
 1. Teaching and Working with the Youth
 2. Academic Performance
 3. Professional Attributes
- ___ Current and official transcript from the University of Utah
- ___ Current and official transcripts from all other colleges and universities previously attended
- ___ PRAXIS II: Elementary Multiple Subjects Test (Full three page Score Report)
- ___ Copy of the Live Scan Receipt from the fingerprinting process

Application Materials

Application: Applications for admission can be found at <https://uite.utah.edu/students/admissions/>.

1. **Statement of Professional Purpose:** Submit a statement informing the Admissions Committee of your strengths as a candidate in the teacher education program in the Urban Institute for Teacher Education at the University of Utah. Essays should be approximately two pages in length and may be double-spaced. Your essay will be evaluated on its content as well as your ability to convey your ideas in formal academic language using standard writing conventions. Use the following rubric to assist in writing your statement.

Criteria	INADEQUATE	ADEQUATE
Illustrate your commitment and passion to the teaching profession	The writer does not provide an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement does not convey the writer's passion to the teaching profession.	The writer provides an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement adequately conveys the writer's passion to the teaching profession.
Discuss your commitment to the mission of the Urban Institute for Teacher Education (UITE) with regard to diversity and multicultural education	The writer does not provide sufficient evidence of a commitment to the mission of the UITE and to issues related to diversity, including but not limited to language, culture, ability and does not address why the writer is committed to this mission.	The writer provides sufficient evidence of a clear commitment to the mission of the Urban Institute of Teacher Education and to issues related to diversity in its varied forms, including but not limited to language, culture, and ability and addresses why the writer is committed to this mission.
Demonstrate your ability to think deeply about and analyze contemporary educational issues	The writer does not provide evidence that the writer can think deeply about contemporary educational issues that affect youth in today's society.	The writer provides clear evidence that the writer can think deeply about contemporary educational issues that affect youth in today's society.
Attend to the overall organization and flow of your statement and clarity of your writing	The writer's statement is generally unclear and/or not succinct and/or may be rambling and/or meaning is hidden and/or paragraphs poorly structured. No structure is used to convey ideas.	The writer's statement is clear and succinct, and paragraphs are well organized. Meaning is clear to readers. The writer uses an appropriate structure to convey ideas.
Attend to standard conventions of writing, including spelling, usage, punctuation and grammar	The writer does not use standard conventions of writing or makes many errors in spelling, usage, punctuation or grammar. The writing piece does not look presentable.	The writer uses all standard conventions or writing with few or no errors in spelling, usage, punctuation and grammar. The writing piece looks presentable.

Use formal academic language rather than colloquial or informal conversation	The writer uses conversational and/or colloquial language—use of contractions (isn't, doesn't, shouldn't); and informal vocabulary terms such as “and so,” “like,” “get,” “very,” “of course,” “a lot,” “lots,” “good,” “really,” “kind of.”	The writer addresses the Admissions Committee and uses formal academic language throughout the statement.
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2. **Letters of Recommendation:** Three (3) letters of recommendation are required to be included in the admissions application. Letters should be written by individuals who know the applicant on a professional and/or academic level, and who have insight into the educational experiences, intellectual abilities, and professional temperament of the applicant. Letters should not be more than one year old from the time of submission of application. Applicants should include one (1) letter of recommendation from each of the following areas in their application:
 - **Teaching and Working with the Youth:** This letter is to be written by a professional, certified educator who has supervised and/or observed the applicant while interacting with children in an academic setting (e.g., a cooperating public school teacher in whose classroom the applicant has observed during EDU 1010).
 - **Academic Performance:** This letter should be written by a university or college instructor who can write knowledgeably about the applicant's intellectual performance and ability as a scholar. University of Utah instructors are preferred as writers for students who have completed at least one semester at the University of Utah.
 - **Professional Attributes:** This letter is a character reference that speaks to the applicant's reliability, initiative, organization, communication skills, and contributions to a group working situation. The letter may be written by a past or current employer or any additional university or college instructor.

Please give each individual completing a letter of recommendation a Letter of Recommendation Form. This form is found at <https://uite.utah.edu/programs/elementary-k-6/undergraduate-elementary-application-checklist-materials/> and should be included with each letter. Each letter and form can be uploaded to the application on the UITE admission page.

3. **Current and Official Transcript from the University of Utah:** Transcript should be sealed with an official University stamp and should be included in the application. The transcript office is located in the Student Services Building, 250. Transcripts may also be ordered online from the students CIS page.
4. **Current and Official Transcripts from all other Universities and Colleges Previously Attended:** All transcripts need to be sealed with an official school stamp and included in the application. Students should request transcripts from every school from which they have received credit, including foreign or correspondence schools, no matter how long ago the credit was earned. This also includes any concurrent enrollment courses a student may have completed as a high school student. A Summary of Transfer Credit will not be accepted.
5. **PRAXIS Test Scores:** Applicants who took the Praxis I Core Academic Skills for Educators Test and passed with a score of Reading 156, Writing 162, Math 150 or higher on each of the three sections prior to July 1, 2019 may submit these scores. All new applicants who have not taken a Praxis test must submit the Praxis II-Elementary Multiple Subjects 500I test scores. Students should plan on taking the Praxis II test at least four months prior to submitting their application for admission.

Applicants can register for the Praxis II Test at www.ets.org. The test is computer based. Passing scores the Praxis II: Reading 157, Math 157, Social Studies 155, and Science 159. Scores will be received by the student 3-6 weeks after testing. Applicants need to upload these scores to their UITE application as the University of Utah will not receive scores from ETS.

The full score report is only available on the ETS website for about 45 days after test scores have posted. The Praxis Tests can be taken multiple times. Students should note that to receive the scores before their application deadline, they should take the test no later than the January of their licensure year.

6. **Proof of Background Check and Fingerprinting Completion:** A background check and fingerprinting must be completed and cleared through the Utah State Board of Education. Applicants need to include proof that they have initiated and completed this process (a receipt, email confirmation, etc.) with their application.

To initiate the background check and fingerprinting process, please complete the following steps:

1. Go to www.utah.gov/teachers.
2. Select “Background Check” for initial licensure. Follow the prompts.
3. Select the “Live Scan” method for fingerprinting.
4. Your forms will be emailed to you. Print this form and take it with you to BCI – Bureau of Criminal Identification 3888 West 5400 South, Salt Lake City, Utah 84118, 801-965-4445. Hours: Monday – Friday 8am to 5pm. Your results will not be sent to USBE if you do not take this form with you to BCI.
5. A fee of \$15 will be paid at the BCI to complete your Live Scan fingerprinting. Please save your receipt.
6. Your Background check is good for three years.

An email notification from the Utah State Board of Education will be sent to you and to the College of Education when you have cleared the background check and the process is complete. You must print this email and submit it with your application for proof of the background check. You must clear the background check in order to complete the licensure program.

Please be aware that background checks and fingerprints are valid for three years. If a student’s clearance has expired prior to completion of the program and licensure recommendation, they will need to renew their background check and fingerprints. Also, if anything occurs during the course of the program to render a student’s background check invalid, the student will be pulled from the program and will not be allowed to continue.

Admission Policies

Submitting Applications: Applicants are asked to submit all application materials to the Urban Institute for Teacher Education in a large manila envelope with the applicant’s name written clearly on the outside.

Incomplete Applications: The Urban Institute for Teacher Education is not responsible for any materials missing from application files. Complete files will be reviewed by the admissions committee. Incomplete files are not guaranteed review.

Notification of Acceptance: Applicants will be notified by mail of acceptance or denial approximately six weeks after the application has been submitted.

Nondiscrimination Policy: The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, 801-581-8365 (voice or TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

Resources

University of Utah

U of U Main - www.utah.edu

College of Education, Dean's Office
Sorenson Arts and Education Complex, Room 3202
801-581-8221
www.education.utah.edu

Admissions Office
Student Services Building, Room 105
801-581-6211
www.financialaid.utah.edu

Financial Aid and Scholarships Office
Student Services Building, Room 250
801-581-7281
www.admissions.utah.edu

Tuition - www.fbs.admin.utah.edu/income

Transcript Office –
www.registrar.utah.edu/transcripts/transcript-online.php

Math Department Permission Codes
<http://www.math.utah.edu/>

EDU 1010 Background Check and Registration Information
<http://uite.utah.edu/background-check.php>

Utah State Board of Education

USBE Main - www.schools.utah.gov

For Background Checks, Educators Ethics Review
and Quiz, and Student Teacher Licenses -
www.utah.gov/teachers

Praxis I and II
For test information, registration, study guides and
practice tests: www.ets.org

Career Services – www.careers.utah.edu