

SECONDARY LICENSURE PROGRAM with MASTER'S OF EDUCATION

Urban Institute for Teacher Education

in partnership with the Departments of Education, Culture, & Society and Educational Leadership & Policy

This licensure option is designed for students who already hold a bachelor's degree and have completed coursework equivalent to the teaching major in the subject area in which they seek licensure. Students simultaneously complete licensure requirements through the UITE and Master's of Education requirements through either the Department of Education, Culture, & Society or the Department of Educational Leadership & Policy.

Master's of Education: Students choose to earn a M.Ed. degree through one of two departments in the College of Education:

Education, Culture, & Society: The M.Ed. program in the Education, Culture, & Society Department is designed to prepare and work with teachers to be effective educators for the increasingly diverse classrooms of the Salt Lake region. The required coursework in the program focuses on areas such as family and community partnerships, the meaning and art of teaching and learning in urban contexts, and linguistically diverse classrooms and communities. The goal of the Education, Culture, & Society master's program is to provide practical and conceptual frameworks that teachers can use in the classroom to create equitable and academically challenging learning spaces.



Educational Leadership & Policy: The focus of the Teacher Leadership M.Ed. program is to support educators in developing the knowledge and skills essential for effective teacher leadership within schools and to develop a knowledge base in becoming educational change agents. The coursework required will help develop both conceptual and practical understandings in teacher instructional leadership. The mission of the Teacher Leadership master's program is to develop teacher leaders who have the appropriate knowledge and skills to raise student achievement, to close the achievement gap, and to create democratic and just school communities.

Secondary Education: The purpose of the Secondary Teacher Licensure Program is to prepare junior high, middle school, and high school educators. Competent secondary teaching requires both in-depth knowledge of subject matter and skill in applying educational concepts and principles. Candidates for teacher licensure in secondary education take the required courses in a subject area (i.e., composite teaching major, teaching major, teaching minor – the teaching minor is not required, but is strongly recommended) and licensure courses through the College of Education to acquire pedagogical skills, and knowledge of students, families and urban communities.

Teacher Licensure: Teaching licenses are granted by the Utah State Board of Education. The College of Education recommends candidates for the Utah Level I Teaching License grades 6-12, upon successful completion of the licensure program and exit exams. The sixth through twelfth grade license requires a coursework equivalent to a teaching major, and does not permit teaching in a self-contained elementary class. While not required, teaching minor coursework can be completed to earn additional endorsements.

ESL Endorsement: All classes required by the Utah State Board of Education for an ESL endorsement are included in this licensure program. Every student completing this program will be eligible for the ESL endorsement on their initial teaching license.

Advising: Students will have a licensure advisor in the UITE, as well as an advisor in the department in which they choose to receive the Master's of Education degree.

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|  Urban Institute for Teacher Education (UITE) <small>THE UNIVERSITY OF UTAH</small> | UITE Advisor Sara Hatch Southwick 801-581-6818 sara.hatch@utah.edu https://uite.utah.edu/students/advising/ | |  uite.utah.edu |
| Education, Culture, & Society ecs.utah.edu | Educational Leadership and Policy elp.utah.edu | | |
| Director of Graduate Studies Leticia Alvarez Gutiérrez 801-587-7814 leticia.alvarez@utah.edu | Academic Coordinator Marilynn Howard 801-581-6714 marilynn.howard@utah.edu | Program Advisor Shari Fraser 801-585-0173 shari.fraser@utah.edu | |

Program information is subject to change without notice. For the most up-to-date information, please contact the UITE.

CONTENT AREA INDEX OF CRITICALITY

Applicants to the Secondary Licensure Program must have completed a degree in one of the teaching major subject areas offered at the University of Utah. All degrees must be reviewed for equivalency. If an applicant's bachelor's degree is not in the subject they wish to teach, then the student must take coursework equivalent to the teaching major in that subject area. Coursework in teaching minor subject is encouraged, but not required. Applicants without the required background must contact the appropriate major advisor to determine what coursework must be completed prior to applying to the Secondary Licensure Program. Please note that Utah state licensure guidelines specify that secondary teachers may teach only in the areas for which they are licensed.

| Teaching Majors (REQUIRED) | Teaching Minors (strongly recommended) | Index of Criticality * | Utah Grade Levels ⁺ |
|---------------------------------------|---|-----------------------------------|---|
| Biology Composite | Biology | 3.2 | 7, 10-12 |
| Chemistry | Chemistry | 3.6 | 9-12 |
| Earth Science Composite | | 3.2 | 8-9 |
| English | English | 2.8 | 6-12 |
| | French | 2.2 | 6-12 |
| | Geography [^] | 2.5 | 6-12 |
| | Health Promotion & Education | 2.5 | 7-12 |
| History | History | 2.3 | 6-12 |
| Math (level 4) | | 4.0 | 6-12 |
| | Math (level 3) | 3.9 | 6-9 |
| Physics | Physics | 3.7 | 9-12 |
| Spanish | Spanish | 3.0 | 7-12 |
| K-12 Licensure Programs | | | |
| Art Composite | | 2.8 | K-12 |
| Dance (must audition) | | 2.4 | K-12 |
| Film | | - | K-12 |
| Physical Education | | 2.1 | K-12 |
| Music** | | 2.8 | K-12 |
| Theatre (Drama) | | 2.7 | K-12 |

* Utah State Board of Education Index of Criticality (1/19) Note: Criticality may change from year to year and state to state.

4.0-4.9 = Critical Shortage

3.0-3.9 = Moderate

Shortage 2.0-2.9 = Minimal

Shortage 1.0-1.9 =

Oversupply

[^] Available at the University of Utah, but limited student teaching placements and jobs.

⁺ Grade level column represents typical job availability in Utah schools in a given academic subject area.

**Music students must complete program through School of Music

DEPARTMENTAL ADVISOR CONTACT INFORMATION

| Department | Advisor | Location | Phone | Email |
|--|---|---|------------------------------|--|
| Fine Arts (Art, Dance, Theatre and Film) | College of Fine Arts Advisors | 161 ART, 126 MCD 216 PAB, 002 FMAB 196 DGH | 801-585-1416 | advisor@finearts.utah.edu Schedule an appointment https://advising.utah.edu/ |
| Theatre-Faculty Advisor Dance- Faculty Advisor Asst. Dean | Xan Johnson Pam Geber-Handman Kelby McIntyre-Martinez | 216 MCD | 801-581-4927 801-587-9806 | xan.s.johnson@utah.edu p.geber@utah.edu kelby.mcintyre@utah.edu |
| Biology | Biology Academic Advisors | 135 Bldg 44 | 801-581-6244 | advising@biology.utah.edu |
| Chemistry | Natascha Knowlton | HEB 2112 | 801-585-7284 | advisor@chem.utah.edu |
| Earth Science | Michelle Tuitupou | 383 FASB | 801-581-6553 | michelle.tuitupou@utah.edu |
| English | Shawn Michael Adrian | 3500 LNCO | 801-581-5265 | shawn.adrian@utah.edu |
| Geography | Stacy Morris | 106 Bldg 72 | 801-581-3822 | stacy.morris@geog.utah.edu |
| Health | Dave Belt | 244 B HPER N | 801-587-3374 | dave.belt@utah.edu |
| History | Amarilys Scott | 310 CTIHB | 801-581-6121 | history-advising@utah.edu |
| Mathematics | Angie Gardiner | 214 LCB | 801-581-6837 | advisor@math.utah.edu |
| Physics | Cyri Dixon | 240 CSC | 801-587-0650 | cyri.dixon@utah.edu |
| Foreign Language | Olivia Davis | 1400 LNCO | 801-581-7561 | olivia.davis@utah.edu |
| Physical Education (ESS) | Timothy Brusseau | 241 HPR N | 801-581-7558 | Tim.brusseau@utah.edu |
| Music (Choral) | Jessica Napoles | 256 DGH | 801-581-7368 | jessica.napoles@utah.edu |
| Music (Woodwind/String) | Mark Ely | 314 DGH | 801-581-7163 | mark.ely@music.utah.edu |
| Music (Brass/Percussion) | Jared Rawlings | 204 DGH | 801-587-3691 | j.rawlings@utah.edu |

PROGRAM CURRICULUM

Suggested Courses Prior to Admission:

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| EDU 1010 [^] | Introduction to Teaching (3) <i>strongly recommended, but not required</i> Field: 20 hours |
| Ethnic Studies | ETHNC 2550, 2560, 2570, 2580 or 2590 |

Secondary Licensure Requirements: Pre-Licensure Courses (36 hours minimum)

Introductory Education Courses

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| Teaching Methods ^{+^} | Teaching Methods course(s) in content area(s) (3-6 minimum) | license requirement only |
| ECS 2150 ^{+^} | Introduction to Multicultural Education (3) Field: 18 hours <i>Pre-requisite: Ethnic Studies</i> | license requirement only |
| ED PS 3721 (recommend), ED PS 6050, or FCS 5230 | Adolescent Dev. Grades 7-12, Lifespan Development: Child/Adolescent, or Adolescence (3) | |

Intermediate Education Courses

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| EDU 6200 | Teacher Language Awareness (3) Field: 16 hours |
| ED PS 6151 | Educational Applications of Technology in Grades 6-12 (3) |
| ELP 6230 | Ethics, Law and Policy (3) |
| SP ED 5012 | Teaching Students with Disabilities in Inclusive Secondary Classrooms (3) |
| SP ED 6021 | Principles of Assessment & Data Based Decision Making (3) |
| SP ED 6022 | Principles of Instruction & Behavioral Support (3) |

Advanced Education Courses

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| ECS 6645* | Assessment of Linguistically Diverse Populations (3) <i>Pre-requisites: ECS 2150, EDU 6200, SPED 6021</i> |
| ECS 6709 ^{+^} | Building Family-School Partnerships for Youth Success (3) Field: 32 hours <i>Pre-requisite: ECS 2150</i> |
| ECS 6647 ^{+^} | Instructional Methods for Linguistically Diverse Populations (3) Field: 16 hours <i>Pre-requisite: EDU 6200, Pre/Co-requisite: ECS 6645</i> |
| ECS 6634 | Foundations of Bilingual Bicultural Education for Linguistically Diverse Students (3) Field: 18 hours <i>Potential course substitutes available for those in the 2022-2023 or earlier cohorts. Please see advisor if you need to substitute the course.</i> |

Licensure Year Courses (19 hours)

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| Fall Semester 4 hours Up to three additional courses allowed during this semester, but must NOT conflict with required licensure course work limit additional field-based course work this semester | | |
| EDU 6490 [^] | Field Practicum: Secondary (3) Field: 9 hours a week | |
| EDU 6201 | Teaching Practices, Ethics, and Professional Development (1 – online) | |
| Spring Semester 12 hours Pre-requisite: all pre-licensure and content courses must be completed prior to student teaching additional coursework during this semester is highly discouraged | | |
| EDU 6491 | Professional Development & Teacher Research (3) | |
| EDU 6495 ^{+^} | Student Teaching: Secondary (9) Field: 12 weeks full-time | license requirement only |

TOTAL LICENSURE HOURS: 55 minimum

+ Course counts only towards licensure, does not fulfill master's requirements. A minimum of 30 graduate credit hours is required to complete the master's degree.

* Course has pre-requisites

[^] Course has a field component, a cleared background check is required, see Application Procedures section for details.

Masters of Education, Advanced Graduate Requirements

See the ECS Faculty Advisor or the ELP Program Advisor for a list of course options to complete remaining master's hours.

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| Education, Culture, & Society: 12 hours |
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| Educational Leadership & Policy: 12 hours |
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Total Program Hours: 61

Total Program Hours: 67

NOTE: All courses must be taken at the graduate level to complete the requirements for a master's degree. If some course work was taken at the undergraduate level, please contact the Graduate Program Advisor to determine if additional course work is necessary in order to fulfill the credit hour requirements for a master's degree.

Typical Pre-Licensure Course Offerings

subject to change without notice, this is general info only, not a guarantee!

| <u>Every Semester</u> | | | <u>Once or Twice a Year</u> | |
|-----------------------|-------------------|------------|-----------------------------|-----------------------------|
| EDU 1010 | | SP ED 6021 | EDU 6200 – Fall & Spring | SPED 5012 – Spring & Summer |
| ECS 2150 | Adolescent Psych. | SP ED 6022 | ECS 6709 – Fall & Spring | ED PS 6151 – Fall |
| ECS 6645 | | ECS 6645 | ELP 6230 – Summer | ECS 6634- Spring |

APPLICATION DEADLINES

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|---|---|--|----|---|
| UITE Application Deadline: FEBRUARY 1ST uite.utah.edu | & | Education, Culture, & Society Application Deadline: OCTOBER 1ST & FEBRUARY 1ST to begin Spring or Summer/Fall semester ecs.utah.edu | or | Educational Leadership & Policy Application Deadline: MARCH 1ST to begin Summer or Fall semester elp.utah.edu |
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UITE LICENSURE APPLICATION PROCEDURES

Students must apply separately, yet simultaneously, to the UITE and either ECS or ELP. This section details the application process for the UITE (licensure). Application procedures for the M.Ed. in ECS and ELP are available separately through the Secondary Advisor or the respective departments.

1. Submit the Application for Admission to the Secondary Licensure Program with M.Ed. This application includes items pertaining to your educational and professional background. The application is available on the Urban Institute for Teacher Education website www.uite.utah.edu.
2. Submit official Transcripts from all colleges and universities previously attended, including the University of Utah, no matter how long ago or how little credit was earned. This includes all correspondence and/or foreign credit. Electronic transcripts are preferred. Applicants should have transcripts emailed to them then uploaded to the application. Paper transcripts must be in sealed envelopes with a stamp over the seal and sent directly to the UITE. Official transcripts can be picked up by the candidate and included in the application packet or mailed directly to the secondary education advisor at the UITE.
3. Statement of Purpose (2-3 pages). 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 |
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| 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. |

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| 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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4. **Praxis II Content Knowledge Tests.** Take and pass the Praxis II test in the content areas of your teaching major and teaching minor at least 6-8 weeks prior to the deadline. **Praxis II scores are not sent to the University of Utah. Students must submit a copy of their full 3-page score report, including break down scores, with their application.** Praxis II scores are valid for 5 years.

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| Registration | Register online at www.ets.org/praxis . Registration deadlines are at least one month prior to the test date. Register early to secure a spot at your preferred testing location. | |
| Test Dates | Check the website for available dates. Some tests are not offered very frequently, so please check dates early to find the test date that will allow you to submit scores by the deadline. Most tests are offered every other month. | |
| Test Preparation | Go to www.ets.org/praxis and click on “Prepare for a Test” under the heading “For Test Takers.” The drop down menu has subjects listed alphabetically. Additionally, the Marriott Library has some study guides available. Go to www.lib.utah.edu/portal/site/marriottlibrary , click on “Library Catalog” and enter Praxis Study Guides. | |
| Retrieving your Scores | Students are responsible for submitting a copy of their full score report (3 pages) with their application packet. You must retrieve your scores online by logging into the ETS website to view and print your scores. Dates when scores will be available are published on the ETS website. Please begin checking for your score report 2-3 weeks after you have taken the test. | |
| IMPORTANT | **Score reports are only available for 45 days after they are posted.** | |
| Test Codes | Art – 5134 Biology – 5235 Chemistry – 5245 Earth & Space Science – 5571 English – 5039 English to Speakers of Other Languages (ESL) – 5362 | Geography – 5921 Health – 5551 History, World & US – 5941 Math – 5161 Physics – 5265 Spanish – 5195 Theatre – 5641 |

5. **Major/Minor Sign-Off Sheets.** Submit a degree or course equivalency sign-off sheet. Forms are available on the UITE website. Applicants must meet with the major/minor departmental advisor to have the forms completed. Forms must then be uploaded to the application.
6. **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. **Note: Family, friends, and religious advisors are considered inappropriate references.** Submit a letter in each of the following areas:
- 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 complete the Reference Identification form found on the admissions website:

<https://uite.utah.edu/students/admissions/>. This form is only to be completed once, either before you complete your UITE Admissions application or as you are completing the Admissions application. Students should enter the email address that the Recommender uses most frequently. Students using a University of Utah employee such as a faculty member should use the email address for that person. The UITE email address should not be used to have a letter submitted. An email is then generated and sent to the Recommender with a form and a space to upload their letter. Once a form and letter is submitted, the student will receive an email informing them that the Recommender submitted it. Students will not receive a copy of the letter of recommendation.

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 ([USBE USIMS Screenshot](#)), with their application. The screen shot should include License Information, Home and Checklist information. See Background Check Coordinator for questions.

To initiate the background check and fingerprinting process, please complete the following steps found at our website: <https://uite.utah.edu/students/background-check/>. To ensure that the background check is completed fully and completely, it is strongly encouraged that applicants follow the steps listed on the website.

Steps include:

1. Follow the directions found at: <https://uite.utah.edu/students/background-check/>.
2. Select the “Live Scan” method for fingerprinting when scheduling your appointment after completing your Step One requirements.
3. Print off the Fingerprint Instructions on your USIMS account.

Your Unique Prints Fingerprinting (YUP) locations. YUP locations can be found here: <https://www.yupfingerprinting.com/>

YUP is the recommended location for physical fingerprinting. We strongly encourage students to complete this at YUP. School District offices do not always complete the full USBE check and may not forward the check to the USBE.

BCI – Bureau of Criminal Identification 3888 West 5400 South, Salt Lake City, Utah 84118, 801-965-4445. Hours: Monday – Friday 8 am to 5pm.

Your results will not be sent to USBE if you do not take your fingerprint instructions pages with you to BCI or YUP locations.

A fee of \$15 will be paid at the BCI to complete your Live Scan fingerprinting. YUP may have fees of their own. Please save your receipt.

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. Please keep this email for your records. You must submit the USIMS screen shot for your background check verification. You must clear the background check in order to complete the licensure program.

Please be aware that background checks and fingerprints are valid for five 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.

EXIT EXAMS & REQUIREMENTS

Praxis II ESL: Students must take the Praxis II ESL Content Knowledge Test in order to be recommended for the ESL endorsement along with their initial teaching license. The full score report (3 pages) must be submitted to the Secondary Advisor.

Praxis Performance Assessment for Teachers (PPAT)

Teacher Candidates at the University of Utah are expected to comply with Utah State Board of Education requirements for performance assessment. The University of Utah uses the Praxis Performance Assessment for Teachers (PPAT) as a criterion for licensure recommendations. Please see <https://www.ets.org/ppa/test-takers/teachers/about> as well as program handbooks for more information.

Capstone Action Research Project: As the capstone requirement for the master's degree, students will complete a capstone project in conjunction with the student teaching seminar during Spring semester of the licensure year.

Oral Proficiency Interview: Students completing licensure in a foreign language must pass an Oral Proficiency Interview in that language before they can be recommended for their teaching license. Proficiency must be demonstrated through an official OPI from the American Council on the Teaching of Foreign Languages (ACTFL) administered by Language Testing International <http://www.language-testing.com/>. The OPI is an internationally recognized test, and ratings will be valid for licensure in most states, as well as in many other professional applications. Students must receive a rating of advanced-low or higher. Students must submit a copy of their rating report to the secondary education advisor by the end of their student teaching experience in order to be recommended for licensure in the language.

UITE ADMISSIONS POLICIES

Minimum Standards for Application: Due to the competitive nature of the licensure program, meeting minimum admissions standards does not guarantee acceptance into the teacher licensure program. Admission preferences will be given to applicants who will teach in areas of greatest need, based on the information provided in the Index of Criticality. Applicants with a teaching minor in addition to their teaching major will also be given preference.

Incomplete Applications: The UITE is not responsible for any materials missing from application files. Complete files will be reviewed by the Admissions Committee. It is the responsibility of each applicant to ensure that all admissions materials, including transcripts, test scores and letters of recommendation, are submitted prior to the deadline. Incomplete files may not be reviewed.

Deadlines and Notification: Applications are accepted once a year: February 1st. Applicants will be notified, in writing, whether or not they have been accepted into the secondary licensure program approximately 6-8 weeks after the deadline. Applicants have the opportunity to appeal the decision to the Director of the UITE within 14 business days following notification of the admissions decision. Names of accepted applicants will be forwarded to the department in which the student is applying for the Master's of Education. ECS and ELP will review completed files for acceptance into their respective graduate programs; notification of which will come from the department and the Admissions Office.

Application Files: Application files become the property of the Urban Institute for Teacher Education and will not be returned to the applicant, nor can any part of the file be forwarded for scholarship application purposes, including letters of recommendation.

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 all 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.

UITE PROGRAM POLICIES

Background Check: In order to participate in any field-based course in the licensure program, students must pass a State and Federal background check and have the results sent to the Utah State Board of Education. Background checks expire after 5 years, and may need to be renewed during your program and in order to be recommended for your teaching license.

Fall Semester Licensure Year Time Commitment: During Fall semester of the licensure year, EDU 6490 has students in class or in the public schools from 7:30-10:30 (plus travel time to and from the schools) 3 days a week. EDU 6201 is an online component to the field work. ECS 6715 is offered at variable times. Students may take a maximum of 3 extra classes in the afternoon/evening. Due to travel from local public schools, we advise NOT taking additional classes prior to 12:00 pm. Please be aware of the time constraints affiliated with school-based classes.

Spring Semester Licensure Year Time Commitment: During Spring semester of the licensure year, students will assume the responsibilities of a regular classroom teacher. The time commitment during this phase of the program is extensive (i.e., 12 weeks of student teaching). Students are expected to be in schools for full school days (i.e., 7:30 am – 3:30 pm, daily) as well as attend a weekly seminar held in the evening. The remaining weeks of spring semester will be spent in closing cohort activities and completing course-related assignments. Because of the intensive time commitment, working outside of school and/or taking extra classes will likely present extreme hardship. Additional coursework is strongly discouraged during this semester.

Student Teaching Placements: During the licensure year teacher candidates teach under the guidance of a classroom teacher and a supervisor employed by the Urban Institute for Teacher Education. Student teaching assignments are located in a group of specifically selected schools in which teacher candidates observe and practice teaching methods. Student teaching placements are arranged by the supervisor in consultation with the teacher candidate and school personnel. Due to the volume of student teaching placements and the variety of major/minor emphasis areas, personal circumstances (i.e., commute, etc.) are not criteria for placement. Working outside of school and/or taking additional classes will present excessive time demands.

Student Code: Letters indicating possible violations of the student code, and appropriate responses will be placed in the student's file (www.sa.utah.edu/code).

GPA Requirements: Applicants to the graduate licensure programs must have a cumulative GPA of 3.0 or higher on undergraduate coursework (on a 4.0 scale). Once admitted, a teacher candidate must maintain at least a 3.0 GPA in all coursework. If a teacher candidate fails to maintain a 3.0 GPA, they will be placed on scholastic probation and may not register for any licensure year courses.

Grade Requirements: Students must earn a "B+" or better in all coursework. Teaching methods courses and all pre-licensure courses must be completed with a grade of "B+" or better in order to advance to student teaching. If a student receives less than a "B+" in any licensure year course, they will be placed on scholastic probation and not allowed to student teach.

Equivalent Courses: A formal request must be made by students for course equivalencies for the licensure program by submitting course syllabi and transcripts for review. Approval of course equivalencies for the licensure program is required from the Director of the Urban Institute for Teacher Education. All courses taken to complete the M.Ed. degree must be taken at level 6000 or higher. Please contact the faculty advisor in ECS or ELP to determine if coursework taken outside the areas listed above will count towards the completion of the master's degree.

Pre-Licensure Year Pre-requisites & Offerings: All pre-licensure courses must be complete before starting the spring semester of the Licensure Year. Pre-licensure courses are not guaranteed to be offered every semester. Students are encouraged to meet with the Secondary Advisor in the UITE to receive the most current course scheduling information.

Time Limit: University policy states that students must complete a master's degree within 4 years. Applicants to the licensure programs apply to and are saved to a specific licensure year. Students choosing to receive a master's degree in Teacher Leadership through ELP have the option to re-enter the M.Ed. program in ELP within five years of graduation to complete administrative licensure as a non-degree seeking student (financial aid may or may not be available).

UTAH LEGAL POLICIES

Background Check for Initial Licensure: By legislative mandate, applicants for teaching licenses in Utah are required to have completed and passed a background check, including fingerprinting. Background clearance expires after 5 years, and may need to be renewed during the program, in order to be recommended for a teaching license.

Criminal Conviction: Teacher licensure may be denied by the state of Utah because of previous criminal conviction. You must contact the Associate Dean for Professional Education of the College of Education before proceeding with your program in teacher licensure if you have any 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, Utah 84111, reviews all such cases.

INTERNET RESOURCES

Urban Institute for Teacher Education:
uite.utah.edu

Education, Culture, & Society:
ecs.utah.edu

Educational Leadership and Policy:
elp.utah.edu

Admissions Office:
<http://admissions.utah.edu/>

Graduate School:
www.gradschool.utah.edu

Class Catalog & Schedules:
www.utah.edu/students/catalog.html

Campus Information System:
go.utah.edu

Tuition Information:
<http://fbs.admin.utah.edu/income/>

College of Education Scholarships:
<http://education.utah.edu/students/financial-aid.php>

Financial Aid & Scholarship Office:
<http://financialaid.utah.edu/>

U of U Career Services:
<http://careers.utah.edu>

Utah State Board of Education:
www.schools.utah.gov

USBE List of Endorsement Areas:
www.schools.utah.gov/cert/Endorsements-ECE-License.aspx

USBE APPEL: www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx

**Education, Culture, & Society Masters of Education with Secondary Licensure
Supplemental Packet**

Director of Graduate Studies
Leticia Alvarez Gutiérrez 801-587-7814
leticia.alvarez@utah.edu

UITE Secondary Advisor
Sara Hatch Southwick 801-581-6818
sara.hatch@utah.edu

After finishing the licensure portion of the program, students must complete 6 additional hours in the Department of Education, Culture, & Society to complete requirements for a Master's of Education degree.

Licensure Hours: 58 minimum

(see the Secondary Licensure Program with Master's of Education program packet for details)

Advanced Graduate Requirements: 12 hours

ECS 6600 Intro Critical and Cultural Studies in Education (3cr)

6 hours of approved ECS elective credit, see the ECS Faculty Advisor for course approval

ECS 6961 Comprehensive Exam (3cr)

Total Program Hours: 64 minimum

ECS APPLICATION PROCEDURES

Education, Culture, & Society
Application Deadline: OCTOBER 1ST or FEBRUARY 1ST
to begin Spring or Summer/Fall semester
ecs.utah.edu

Urban Institute for Teacher Education
Application Deadline: OCTOBER 1ST or
FEBRUARY 1ST
uite.utah.edu

Prospective graduate students apply for admission through the University of Utah Apply Yourself (AY) online application system at admissions.utah.edu/apply/graduate/ or through the ECS department website at ecs.utah.edu/admissions NOTE: We do not require a GRE test score for admissions.

IMPORTANT: Under the Program Information section on the AY application, first choose your program of interest, which is Education - Culture & Society MED. Then choose your area of emphasis, which is Secondary Licensure.

In addition to completing the AY online application; under the Academic Interests and Background section on the AY application you will need to upload the following:

1. Transcripts: Official Copies of transcripts from all colleges and universities attended. If admitted, official copies must also be submitted to the U of U Admissions Office for verification.
2. Personal Statement: Education, Culture & Society is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class, race, ethnicity, sexuality, and gender in educational policies and practices. What are some of your goals, aspirations, and research interests, and how will these help develop, enhance, and define the ECS department? How do you envision contributing to and affecting social justice in education?
3. Resume: Resume or vita including any relevant experiences in equity and diversity in an educational setting or background.
4. Letters of Recommendation: You may choose to use the same letters of recommendation for both the UITE and ECS application. These letters must be submitted through the AY application system.

ECS ADMISSIONS POLICIES

Minimum Standards for Application: Applicants must fulfill all requirements of the University of Utah Graduate School in order to be considered. In addition, applicants applying for simultaneous secondary licensure and M.Ed. in ECS must be accepted into the UITE department as a condition of acceptance into ECS.

Incomplete Applications: The ECS department is not responsible for any materials missing from application files. Complete files will be reviewed by the Admissions Committee. It is the responsibility of each applicant to ensure that all admissions materials, including all application items listed above and letters of recommendation are submitted prior to the deadline of February 1st. Incomplete files may not be reviewed.

Deadlines and Notification: Applicants will be notified, via email, whether or not they have been accepted into the master's program approximately 6-8 weeks after the deadline. Names of accepted applicants will be forwarded to the Urban Institute for Teacher Education.

Application Files: Application files become the property of the ECS Department and will not be returned to the applicant, nor can any part of the file be forwarded for scholarship application purposes, including letters of recommendation.

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 all 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.

**Educational Leadership and Policy Masters of Education with Secondary Licensure
Supplemental Packet**

ELP Academic Coordinator
Marilynn Howard
801-581-6714
marilynn.howard@utah.edu

ELP K12 Program Director
Shari Fraser
801-581-6714
shari.fraser@utah.edu

UITE Secondary Advisor
Sara Hatch Southwick
801-581-6818
sara.hatch@utah.edu

After finishing the licensure portion of the program, students must complete 12 additional hours in the Department of Educational Leadership & Policy to complete requirements for a Master's of Education in Teacher Leadership.

Licensure Hours:

(see the Secondary Licensure Program with Masters of Education program packet for details)

Advanced Graduate Requirements

For an M.Ed specific to Teacher Leadership; choose 3 of the options below

| | |
|--|---------------------------------|
| ELP 6130 Professional Learning Communities (3) | Fall Semester |
| ELP 6320 Instructional Coaching (3) | Fall Semester |
| ELP 6310 Leadership in Instructional Design and Assessment (3) | Spring Semester |
| ELP 6010 Evidence Based Decision Making (3) | Spring Semester |
| ELP 6411 Legal and Policy Foundations of Special Education (3) | Summer Semester |
| ELP 6200 Adult Learning Theory for Educators (3) | Summer Semester |
| Capstone/Practicum course: All students in the Teacher Leadership MED program will complete a final project in their last semester practicum course. The final project will provide students with an opportunity to demonstrate the knowledge, skills, and competencies developed throughout the program. | |
| ELP 6710 K12 Practicum (3) | Summer, Fall or Spring Semester |

Students choosing to receive a master's degree in Teacher Leadership through ELP have the *option to apply to the K12 School Administration M.Ed. program within five years of graduation to complete administrative licensure.

ELP APPLICATION PROCEDURES

Educational Leadership & Policy
Application Deadline: November 1, March 1, July 1
www.ed.utah.edu/elp

Urban Institute for Teacher Education
Application Deadline: FEBRUARY 1ST
www.ed.utah.edu/uite

Prospective graduate students apply for admission through the University of Utah Apply Yourself (AY) online application system at <https://app.applyyourself.com/?id=utahgrad> or through the ELP department website at <http://elp.utah.edu/>. NOTE: We do not require a GRE test score for admissions.

IMPORTANT: Under the Program Information section on the AY application, first choose your program of interest, which is Educational Ldrship & Policy MED. Then choose your area of emphasis – ***Teacher Leadership***.

In addition to completing the AY online application; under the Academic Interests and Background section on the AY application you will need to upload the following:

1. Official transcripts from all colleges and universities attended.
2. Resume that includes educational and any leadership experience.
3. Statement of Purpose that addresses the following: What are your educational goals, and what is the role of this program in helping you achieve them? What further contributions do you expect to make to the field of education after completing this program? *Please limit your response to 250 words or less.*

4. Writing Sample -- The Educational Leadership and Policy Department places a strong emphasis on school transformation and preparing educators to become change agents. Explain how you envision your role as a change agent in education and how you would address issues of access, equity, and diversity for students. *Please limit your response to 500 words or less.*
5. Letters of Recommendation – You may choose to use the same letters of recommendation for both the UITE and ELP application.
6. Although not required, it is strongly advised that you schedule an appointment with the K12 Program Director to review application and admission procedures.

Applicants are responsible to ensure that all application materials are provided on or prior to the application deadline. Applications that are incomplete at the application deadline may not be considered.

If you have questions or concerns at any time please contact our Academic Coordinator, Marilynn Howard, at 801-581-6714 or marilynn.howard@utah.edu.

ELP ADMISSIONS POLICIES

Minimum Standards for Application: Applicants must fulfill all requirements of the University of Utah Graduate School in order to be considered for a masters' in Teacher Leadership in the ELP department. In addition, applicants applying for simultaneous secondary licensure and M.Ed. in Teacher Leadership must be accepted into the UITE department as a condition of acceptance into ELP.

Incomplete Applications: The ELP department is not responsible for any materials missing from application files. Complete files will be reviewed by the Admissions Committee. It is the responsibility of each applicant to ensure that all admissions materials, including all application items listed above and letters of recommendation are submitted prior to the deadline.

Admission Notification: Applicants will be notified, in writing, whether or not they have been accepted into the Teacher Leadership master's program approximately 6-8 weeks after the deadline. Names of accepted applicants will be forwarded to the Urban Institute for Teacher Education.

Application Files: Application files become the property of the ELP Department and will not be returned to the applicant, nor can any part of the file be forwarded for scholarship application purposes, including letters of recommendation.

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 all 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.