

Spring 2016-2020 Master of Arts in Teaching World Language (MATWL) Application Applications Due February 1st

This application is for students who plan to start MATWL in Summer of this year. **Incomplete applications will not be accepted.** If you have questions about how to complete your application, contact our office (859-257-7971) and ask for assistance before the final due date. A complete MATWL application consists of the following:

- **TEP application & Basic Information forms** (included in this packet)
- **Graduate School Application Confirmation:** Once a student applies to the Graduate School you should receive confirmation your application has been submitted. Please make sure that your Graduate School application is complete with letters of recommendation. You will need to simply print off this page and indicate you have officially applied to the Graduate School.
- **Character and Fitness Review** (included in this packet) - If you answer "yes" to any question on the review (except #1), go to: www.education.uky.edu/AcadServ/sites/education.uky.edu/AcadServ/files/documents/TEPCharFitRev.pdf or come to TEB 166. You **must** submit additional materials to TEB 166 prior to submitting the TEP application.
- **Standards Sets Self-Assessment Worksheet** (included in this packet)
- **Course Listing** (included in this packet also called the BA equivalency form): This applies to students who **do not** hold degrees within the program you are applying. You will need to list each course that represents a major, minor, or support area on separate course listing forms. When reviewing the form, feel free to contact TEB 166 with any questions.
- **Documentation of Field Experience:** A student must provide documentation that you have demonstrated 100 hours of experience with 14-18 year old adolescents, as well as community/cross-cultural experience as a prerequisite for admission to the MIC program. Any questions can be directed to TEB 166 in regard to this measure.
- **Proof of having passed a basic skills test (Praxis I CORE or GRE)** - You must have an official score result in hand by **the date you turn in the application** in order to apply to the MATWL program. An application without an official score is incomplete and, therefore, not eligible to proceed.
- **Transcripts from all higher education institutions attended by student** – If there are any schools listed on your UK transcript (including KCTCS schools and college work completed in high school), you must have a copy of the transcript from that school. (Although the # of credit hours appears on the UK transcript, the grades awarded from those courses are not listed). Only UK transcripts may be unofficial. Legible photocopies of official transcripts are acceptable. **Please inquire in TEB 166 if a copy of the transcript is on file (before the deadline) and, if so, we will provide you a copy.**
- **Check or money order for \$30.00 to the “University of Kentucky.”** **NOTE:** Cash and debit/credit cards are not accepted.

Office of Academic Services and Teacher Certification, 166 Taylor Education Building
(859) 257-4112 or (859) 257-7971, e-mail: teb166@uky.edu

Additional Information:

Where to turn in MATWL application: 166 Taylor Education Building. Office Hours: 8 a.m. – 4:00 p.m., Monday - Friday

MATWL Process:

- Filing a complete application and demonstrating that all standards are met.
- Being interviewed and recommended for admission by a program faculty. (You will receive an information page when you turn in your MATWL application that outlines how and when you will be interviewed). The program faculty will have access to your application materials AND your admission portfolio.
- You will be notified about your admission status (accepted or denied) by letter from the College of Education.

Standards for Admission/Retention/Exit from UK Teacher Certification Programs:

- The standards for admission/retention/exit from UK teacher certification programs are listed in the UK Bulletin.
- Students who are admitted to a teacher certification program must adhere to the standards in order to be retained in and exit from the program. If a program faculty sets any conditions for a student which must be met in order to be retained, it is the student's responsibility to notify 166 TEB that the conditions have been met.
- Violations of the Code of Ethics, as judged by the program faculty, may result in a student's dismissal from the teacher certification program.

Student Teaching, Graduation, and Program Completion:

- Students must apply for student teaching through the Office of Field Experiences and School Collaboration (104 Taylor Education Building) two semesters before student teaching is to begin. A \$30.00 processing fee will be charged at the time of application. All student teaching placements are in Kentucky schools that are a part of the UK Field Network or overseas through the COST (Consortium for Overseas Student Teaching) program. To be eligible for student teaching, all teacher preparation courses must have been completed. In addition, a student must have been recommended for student teaching by the Program Faculty. Students enrolled in graduate level initial certification programs should review student teaching requirements with the program faculty chair.
- To receive a master's degree from UK, you must file a degree application online through myUK. Deadlines for degree applications are established by the UK Registrar's Office. Graduate degrees are awarded by the UK Graduate School. Degree applications are available through myUK.
- The student's UK transcript is used to verify the completion of a teacher certification program. Completion of degree programs will be noted on the transcript. Completion of non-degree, certificate-only graduate level teacher certification programs will be verified by comparing the final UK transcript with the student's signed curriculum contract (approved program).

MATWL Program Application, Page 1

Name _____ UK Student ID # _____

Current Semester: _____

Have you previously applied to a UK Teacher Education Program? Yes ____ No ____

Please check the language for which you are applying:

Chinese

French

German

Latin

Japanese

Russian

Spanish

Student Signature

In submitting my application to a teacher education program at the University of Kentucky, I understand that my application materials will be reviewed by members of the program faculty of my education program. I hereby grant permission to members of the program faculty to review whatever application materials they deem necessary.

In addition, I understand that meeting the minimum requirements for MATWL does not guarantee acceptance into the program. The admission process is competitive and, therefore, candidates must demonstrate excellence in a variety of areas. Among these are skills in working with students in educational environments, ability to be successful in cooperative groups, ability to communicate effectively, experience with school and community programs, and ability to engage in effective problem solving.

Signature _____ Date _____

MATWL Program Application, Page 2

Name _____ UK Student ID # _____

1 GPA: Certification regulations and accreditation standards require all students enrolled in a Teacher Education Program to maintain at least a 2.75 grade point average at entrance and exit from the program. **NOTE: If you have not earned a 2.75 GPA you MUST meet with your advisor prior to applying.**

Overall GPA _____ Total Undergraduate Hours _____ Institution _____

2 Basic Skills Testing: This requirement may be met with passing scores on the following exams. All scores have an 5-year maximum life. Indicate which test you have taken and include proof in your application:

___ **Praxis Core** (Required: Reading 156, Math 150, Writing 162)

___ **GRE** (May be used only by applicants holding a Bachelor's Degree.) Applicants must have the following scores:

GRE taken prior to 08/01/2011

GRE taken on/after 08/01/2011

Quantitative: 490

Quantitative: 143

Verbal: 450

Verbal: 150

Analytical Writing: 4

Analytical Writing: 4

3 Character and Fitness Review: Kentucky state legislation requires all candidates to complete a character and fitness review. Any violations must be fully documented prior to submitting the TEP application.

★★ **Please attach a completed, signed and dated Character and Fitness Review Form to your application.** ★★

4 Recommendations: Forms & letters should be given directly to the student applicant for inclusion in TEP application. Please supply name and relationship to applicant for each recommendation.

	Name	Relationship to Applicant
1		
2		
3		

5 Transcripts: Please indicate all institutions which you have attended and include a transcript from each.

	Institution Name	Years of Attendance	GPA	Hours
1				
2				
3				
4				

6 Documentation of Field and Clinical Experience: Students must demonstrate and confirm they have completed 100 hours of experience with 14-18 year old adolescents as well as community/cross-cultural experience as a prerequisite for admission to the program.

7 Teaching Certificate (if applicable): If you have previously earned a teaching certificate in Kentucky or another state, you must provide a copy of that certificate with your TEP application.

8 Application Fee: All applicants must submit a personal check or money order made out to "University of Kentucky" in the amount of \$30.00.

9 Portfolio: Portfolios are required for each major. Portfolio descriptions for ELED, IECE, Middle School, Special Ed, LBD & MSD are available at the front desk of TEB 166. All other majors should contact the TEP coordinator for their major for descriptions. Students in Art, Music, Kinesiology, Health Promotion, Comm. Disorders, Ag. Ed, and Family & Consumer Sciences submit their portfolios directly to faculty. Students in these majors are still responsible for submitting their TEP application to TEB 166.

College of Education Basic Information Form

University of Kentucky College of Education
Office of Academic Services & Teacher Certification
University of Kentucky, Lexington KY 40506-0001 (859) 257-7971

NAME:

Last _____ First _____ Middle _____

Name at Birth (if it has changed) _____ Suffix _____ Jr. _____ III _____ IV _____

UK Student ID Number _____

SS Number: _____ - _____ - _____

BIRTHDATE: ____ / ____ / ____

GENDER: Male _____ Female _____

ADDRESSES:

Local Mailing

Permanent

City _____ State _____ Zip _____

City _____ State _____ Zip _____

PHONE:

Local

Permanent

Cell

() _____ - _____ () _____ - _____ () _____ - _____

E-Mail Address (example: clba222@uky.edu)

UK E-mail Address _____ Non-UK E-mail Address _____

Ethnicity (Circle only one, *optional*):

American Indian

Alaskan Native

Asian or Pacific Islander

Black, Non-Hispanic

Hispanic

Mexican American or Chicano

White, Non-Hispanic

Other

+++++

Citizenship Country (Circle only one): USA or Other (Specify: _____)

High School Information:

Did you receive a (circle one): US High School diploma OR a GED OR a Foreign diploma (name of country _____)

If you received a high school diploma, please complete the following information:

Grad Year _____ High School _____ City and County _____

State _____

Character and Fitness Review

College of Education
University of Kentucky

Name: _____ Social Security Number: _____

Address: _____
(street) (City) (State) (zip)

Telephone Number: _____
(Area Code)

Answer each question by circling "yes" or "no." If you answer "yes" to any of the questions (except #1), you must submit further documentation. Come to TEB 166 IMMEDIATELY to get instructions. You must submit these additional materials to TEB 166 prior to submitting the TEP application.

1. Have you ever held, or currently hold, a professional certificate, license, credential or other document issued to you by any jurisdiction (other than Kentucky) within the United States or abroad? Yes No

If yes, please enclose a copy of the following:

State or Jurisdiction _____ Certificate Number _____

Type _____ Issue Date _____ Expiration Date

2. Have you ever had a professional certificate, license, credential, or any document issued to you for practice denied, suspended, revoked, or voluntarily surrendered? Yes No

3. Are you currently being reviewed or investigated for purposes of such action as stated in #2 or is such action pending? Yes No

4. Have you ever been dismissed, resigned, or asked to resign/retire or discharged from a professional position or military service for immorality, incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position? Yes No

5. Is any such action as stated in #4 pending? Yes No

6. Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty or entered a plea or nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state? Yes No

7. If you indicated "yes" to any of items #2 through #6, has that conviction been reviewed by the Education Professional Standards Board? Yes No

(Date of Review)

I affirm and declare that all information given by me on this form is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the CODE OF ETHICS applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

SIGNATURE: _____ DATE: _____

Kentucky School Personnel Code of Professional Ethics

College of Education
University of Kentucky

Kentucky School Personnel Code of Ethics as Developed by The Education Professional Standards Board

Preamble

In 1990, the General Assembly of the Commonwealth of Kentucky enacted landmark legislation for education reform throughout the state. As the Kentucky Education Reform Act is implemented across the state, the Education Professional Standards Board calls Kentucky's educators to reaffirm their commitment to the highest ethical standards. In recognizing the magnitude of our responsibility to learners and to society, we offer this Code of Ethics which reflects and promotes the aspirations of our profession.

Section 1: Certified Personnel in the Commonwealth:

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all.
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

To Students

1. Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
2. Shall respect the constitutional rights of all students.
3. Shall not deliberately suppress or distort subject matter for which the educator bears responsibility.
4. Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
5. Shall not use professional relationships or authority with students for personal advantage.
6. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
7. Shall not knowingly make false or malicious statements about students or colleagues.
8. Shall refrain from subjecting students to embarrassment or disparagement.
9. Shall maintain a professional approach to personal relationships with students.

To Parents

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
2. Shall endeavor to understand community cultures and diverse home environments of students.
3. Shall distinguish between personal views and the views of the employing educational agency.
4. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
5. Shall not use institutional privileges for private gain, for the promotion of political candidates, or partisan political activities.
6. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any such to obtain special advantage.

To The Education Profession

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
4. Shall not use coercive means or give special treatment in order to influence professional decisions.
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
6. Shall not knowingly falsify or misrepresent records of facts relating to his/her own qualifications or those of other professionals.

Note: This form should be kept by the student for reference. Do not include it with the application packet.

Recommendation for Admission to a UK Teacher Certification Program: REQUIRED for TEP APPLICATION

Academic Services & Teacher Certification, UK College of Education
 166 Taylor Education Building, Lexington, KY 40506-0001 (859) 257-7971

Name _____ **UK Student ID #** _____

Recommendations should come from the following categories of sources:

- College instructor with whom you have had a class. **This Source is Required.**
- Former teacher, guidance counselor, or school administrator.
- Former or present employer.
- Individual who has supervised you in an activity dealing with children/youth.
- Academic advisor who is familiar with your ability.
- **Letters of recommendation are welcome but not required.**

The following is to be completed by the person writing the reference.

PLEASE CHECK	Outstanding	Above Average	Average	Below Average	Poor	Unknown
1. Oral Communication Skills						
2. Written Communication Skills						
3. Ability to deal with children/youth						
4. Human relation skills						
5. Personal appearance in professional settings						
6. Reliability						
7. Cooperation						
8. Motivation						

Name _____ **Phone** () _____ - _____

Check One: ___ High School Teacher ___ College Instructor ___ School Employer
 ___ Guidance Counselor ___ Academic Advisor ___ Employer
 ___ Other (specify _____)

Your Organization _____

Signature _____ **Date** _____

Please return this form and any additional recommendation materials to the student.

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6. Reliability						
7. Cooperation						
8. Motivation						

Name _____ Phone () _____ - _____

Check One: ___ High School Teacher ___ College Instructor ___ School Employer
 ___ Guidance Counselor ___ Academic Advisor ___ Employer
 ___ Other (specify _____)

Your Organization _____

Signature _____ Date _____

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5. Personal appearance in professional settings						
6. Reliability						
7. Cooperation						
8. Motivation						

Name _____ Phone () _____ - _____

Check One: ___ High School Teacher ___ College Instructor ___ School Employer
 ___ Guidance Counselor ___ Academic Advisor ___ Employer
 ___ Other (specify _____)

Your Organization _____

Signature _____ Date _____

Please return this form and any additional recommendation materials to the student.

UK College of Education Teacher Education Standards Sets Self-Assessment

Name:

UK Student ID #:

Date:

Instructions:

This self-assessment must be completed and included with your TEP application. The standards are worded to demonstrate knowledge, experience, and abilities in the classroom. Candidates are not expected to demonstrate full competence in the standards until the completion of their educator preparation program.

NOTE: All candidates will be expected to provide evidence of skills in: **Communication, Collaboration, Critical Thinking, and Creativity**. Each department can provide further explanation for these skill areas, please refer to the respective program faculty for your specific area.

When rating yourself on each standard, use the scoring code numbers found in the following self-assessment scoring code:

Self-assessment scoring code:

- 4.....I can demonstrate competence with the standard beyond the majority of other students at this level
- 3.....I can demonstrate competence with the standard
- 2.... I can show that I have made progress towards demonstrating competence with the standard
- 1.....I have had no or very limited experience toward meeting the standard

Standard Set 1: Kentucky Teacher Standards (KTS). *Mark each standard with a self-assessment rating, 1-4*

- ___ KTS 1: The teacher demonstrates a current and sufficient academic knowledge of certified content areas to develop student knowledge and performance in those areas.
- ___ KTS 2: The teacher designs/plans instruction that develops student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge. (**Communication**).
- ___ KTS 3: The teacher creates a learning climate that supports the development of student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge. (**Critical Thinking**).
- ___ KTS 4: The teacher introduces/implements/manages instruction that develops student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge. (**Creativity**).
- ___ KTS 5: The teacher assesses learning and communicates results to students and others with respect to student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge.
- ___ KTS 6: The teacher uses technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research.
- ___ KTS 7: The teacher reflects on and evaluates specific teaching/learning situations and/or programs.
- ___ KTS 8: The teacher collaborates with colleagues, parents, and other agencies to design, implement, and support learning programs that develop student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge. (**Communication, Critical thinking, Creativity, Collaboration**).
- ___ KTS 9: The teacher evaluates his/her overall performance with respect to modeling and teaching Kentucky's learning goals, refines the skills and processes necessary, and implements a professional development plan.
- ___ KTS 10: The teacher provides professional leadership within the school, community, and education profession to improve student learning and well-being.

Standard Set 2: Functional Skills and Dispositions (FSD). *Mark each standard with a self-assessment rating, 1-4.*

- FSD 1. Communicates appropriately and effectively. Communicates orally in formal presentations and with individuals in small groups, in informal settings, and uses nonverbal communication skills. Communicates in writing (reports, essays, letters, memos, emails) **(Communication)**.
- FSD 2. Demonstrates constructive attitudes. Demonstrates knowledge and command of socio-cultural variables in education. Demonstrates constructive attitudes toward children, youth, parents and the community. Demonstrates awareness and acceptance of diversity in educational settings. **(Collaboration)**.
- FSD 3. Demonstrates ability to conceptualize key subject matter ideas and relationships. Correctly states key subject matter ideas. Explains key subject matter ideas. Tailors key subject matter ideas to diverse populations. Addresses misconceptions in key subject matter ideas. Identifies real life examples to enhance student learning.
- FSD 4. Interacts appropriately and effectively with diverse groups of colleagues, administrators, students, and parent in educational settings. Demonstrates acceptable teacher behavior in diverse educational settings. Demonstrates adaptability in reflecting on self in relation to diverse groups. **(Collaboration)**.
- FSD 5. Demonstrates a commitment to professional ethics and behavior. Demonstrates understanding of the Kentucky School Personnel Code of Ethics. Complies with all legal requirements required of teachers in a knowledgeable and timely manner. Demonstrates understanding of ethical issues related to own professional certification area.

Standard Set 3: College of Education Technology Standards (COET) *Mark each standard with a self assessment rating, 1-4*

- COET 1. Integrates media and technology into instruction
- COET 2. Utilizes multiple technology applications to support student learning
- COET 3. Selects appropriate technology to enhance instruction
- COET 4. Integrates student use of technology into instruction
- COET 5. Addresses special learning needs through technology
- COET 6. Promotes ethical and legal use of technology disciplines

Self-assessment scoring code:

- 4.....I can demonstrates competence with the standard beyond the majority of other students at this level
- 3.....I can demonstrate competence with the standard
- 2.... I can show that I have made progress towards demonstrating competence with the standard
- 1.....I have had no or very limited experience toward meeting the standard

- All UK teacher education programs are standards based. Program faculties are required to rate each candidate on each standard in each of the three required standards sets at each of the three required continuous assessment review points. These are: at the point of admission to the program, at the point of retention in the program (typically at the time of applying for student teaching), and at the point of program completion (usually at the end of student teaching).
- At each continuous assessment review point, candidates are expected to present evidence to the faculty about their ability to meet each standard in each standard set. Candidates will provide this evidence in their portfolio, during classes, and in interviews.
- Candidates are expected to have reviewed the standards sets, and to have given thought to their ability to understand and demonstrate the standards. This self-assessment form will be used by your program faculty as a starting point in making an assessment on each standard in each standard set.