

MEMORANDUM

TO: All Students in the College of Education

FROM: Dr. Michael A. Morehead, Associate Dean and
The Office for Teacher Candidate Preparation

SUBJECT: UNDERGRADUATE Competitive Admission to the Teacher Education Program

We value your interest in the Teacher Education Program (TEP) at NMSU and ask that you carefully read the attached TEP admission information. It is required that you submit a professional portfolio as your application to the Teacher Education Program.

Education is a rewarding and challenging profession, and the faculty and staff of the college are eager to help you meet your goals. However, the minimum cumulative GPA and NMTA Basic Skills test scores are necessary standards to be considered for admission to the TEP and do not ensure admission to the TEP. Therefore, the applicant is encouraged to achieve the highest possible cumulative GPA and develop a strong student portfolio as outlined in this packet.

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3. The student must meet all basic skills requirements for NMSU. They include:

<u>Secondary Ed.</u>	<u>Elementary Ed.</u>	<u>SPED/ELEM.Ed</u>	<u>SPED/SEC. ED</u>	<u>Bied/Tesol</u>	<u>Early Child.</u>
MATH 115/120	MATH 111	MATH 111	MATH 115/120	MATH 111	MATH 111
ENGL 111/H	MATH 112G	MATH 112G	ENGL 111G/H	MATH 112G	MATH 112G
	ENGL 111G/H	ENGL 111G/H		ENGL 111G/H	ENGL 111G/H

4. Complete at least **55** credit hours of undergraduate coursework.
5. Register (<http://www.nmta.nesinc.com>) for the New Mexico Assessment of Teacher Basic Skills during the first semester of enrollment at New Mexico State University. A minimum score of **240** is required. Please include a copy of your **OFFICIAL NMTA Basic Skills** test scores (e-mail confirmation will **NOT** be accepted) in the portfolio and retain the original for your personal records. **The College of Education Advising Center does not provide test score results for students.**

The TEP Admission procedure is as follows:

6. **Reminder:** Make copies of the whole portfolio (except confidential recommendations) for your personal files. **▶ No copies will be made of any part of the portfolio once it is submitted. ◀**
7. Given that you have met the criteria above, submit your completed and professionally bound portfolio to the College of Education Advising Center located at O'Donnell Hall Room 101 **no later than 12:00 noon (MST) on the 3rd Friday of each Spring and Fall Semesters.** Confirm exact date by contacting the College of Education Advising Center at the beginning of the semester (646-3404).
8. Plan to spend 15 to 30 minutes in the College of Education Advising Center while a staff member checks in your portfolio.

TEP portfolio review process

9. The TEP Admission Committee will review portfolios twice a year, in the beginning of the Fall and Spring semesters. The departmental faculty involved in this process will select candidates for admission to the TEP based on the material submitted. **The departmental TEP Committee notifications will be sent by mail. Students who were not admitted may reapply for the next review.**

COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY

APPLICATION PROCESS FOR ADMISSION TO TEACHER EDUCATION PROGRAM

OUTLINE FOR PORTFOLIO APPLICATION

The College of Education (COE) has instituted a TEP admission process that continues to ensure quality students and prepared teachers. Each student must submit a TEP portfolio that will be reviewed by the College of Education TEP Admission Committee. The following list outlines the material that should be included in the TEP portfolio, preferably not to exceed twenty five (25) pages (SEE COE Advising Center for samples). The applicant must structure the portfolio in the order listed below.

1. Table of contents
2. Application Page (included in this packet)
3. Resume
4. Copy of original **undergraduate** academic transcripts from NMSU and each previous institution attended showing courses, original grades, and GPA.
Official or Unofficial transcripts from registrar's office only, NOT computer print screens.
5. **Xerox** copy of NMTA **Basic Skills** test scores that are mailed to you. Passing score is (**240**) or above.
6. Copies of most recent completed Teacher Candidate Dispositions with appropriate faculty signatures from the required licensure program TEP prerequisite courses:

<u>Early Childhood ED</u>	<u>Elementary ED</u>	<u>Secondary ED</u>	<u>Special ED</u>
EDUC 315	EDUC 315	EDUC 315	See Department

7. Letter of Philosophy/Intent (Why you want to become a teacher).
8. **Three** recommendations from NMSU faculty whom you have completed a course with: **two** from a COE faculty are required and **one** from a faculty member at NMSU outside the College of Education. Submitted recommendations must have original signatures. **DO NOT** have recommendations (confidential or non-confidential) sent directly to the College of Education Advising Center. They will be returned to the sender or student and this will only delay the portfolio process. These forms are included in this packet. A suggestion is that one COE recommendation comes from a field experience professor. P.E. majors should provide at least one recommendation from a HPDR (Human Performance Dance and Recreation) Department FACULTY ONLY: Drs. Coker, Berning, Knapp, Oliver, or Scott.
9. At least one recommendation from an employer, school or organization. Forms are included in this packet.
10. Description of Evidence of Experience with, and Commitment to working with Persons with Disabilities, and how this relates to being a classroom teacher. Students should include the following information in the statement: Feelings about working with students with disabilities in one's classroom, personal experiences with persons who are disabled including friends and family, volunteer work, course work in Special Education, and employment with persons with disabilities and how this will influence your teaching.
11. Description of Evidence of Experience with, and Commitment to other forms of Cultural Diversity, and how this relates to being a classroom teacher. When outlining multicultural experiences, students should include the following information in the statement: experiences with languages other than English, travel, volunteer or work experiences with other cultures, courses related to other cultures, study of other languages. These should be written in detail, using specific examples that describe how they relate to classroom instruction. Please include in the statement attitudes and perceptions about working with diverse cultures and how this will influence you as a teacher.
12. Description of Campus Activities
13. Description of Volunteer Activities

IMPORTANT: It is the student's responsibility to collect and submit **all** TEP portfolio materials at **one time**, including the recommendations. **Do not** submit materials separately to the College of Education Advising Center. They will be returned to the sender or the student and this will only delay your portfolio process. **Portfolios must be complete. None will be accepted if anything is missing at the time of submission.**

APPLICATION TO THE TEACHER EDUCATION PROGRAM

NAME _____
(LAST) (FIRST) (MIDDLE)

MAILING ADDRESS _____
Where all correspondence will be sent (STREET OR BOX) (CITY) (ST) (ZIP)

BANNER ID#: _____ PHONE NUMBER _____

Please check the areas that apply: _____ Undergraduate
_____ Elementary _____ Special Education
_____ Elem/Early Childhood _____ SPED/Elem
_____ Elem/Bilingual _____ SPED/Elem
_____ Secondary Area: _____ SPED/Secondary-Area _____

TEP PORTFOLIO CHECKLIST:

Please make sure **ALL** items below are included and completed **BEFORE** you submit your portfolio. Use the following checklist to verify all items are in your portfolio:

- _____ Table of Contents
- _____ Signed copy of this application page
- _____ Resume
- _____ An **official or unofficial copy of all transcripts for all colleges** attended including NMSU
- _____ Xerox **COPY** of **NMTA Basic Skills Test Score**. Passing score is **240** or above.
- _____ Copy of most recent completed Teacher Candidate Disposition
- _____ Letter of intent (why you want to become a teacher)
- _____ **Three FACULTY** recommendations from which you have completed a course with
- _____ One recommendation from an employer, school or organization.
- _____ Descriptions and Evidence of and Commitment to Persons with Disabilities
- _____ Descriptions and Evidence of and Commitment to Cultural Diversity
- _____ Description of Campus and Volunteer Activities

OTHER TEP REQUIREMENTS:

- _____ Cumulative GPA of at least 2.5 for undergraduates
- _____ Meet basic skills of NMSU
- Note: *Pass ENGL 111G/H, MATH 111 and MATH 112G for Elementary Majors and Dual Licensure Special and Elementary Education Majors*
- Pass ENGL 111G/G and MATH 120 or higher level for Secondary and Secondary Special Education Majors*
- _____ Pass Basic Skills portion of the New Mexico Teacher Assessments exam (NMTA)

I HAVE READ THE ADMISSION INFORMATION AND UNDERSTAND THE PROCEDURES FOR APPLYING TO THE TEACHER EDUCATION PROGRAM AND THE REQUIREMENTS FOR STUDENT TEACHING AT New Mexico STATE UNIVERSITY.

SIGNATURE

DATE

COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY

**FACULTY RECOMMENDATION FOR ADMISSION INTO THE
TEACHER EDUCATION PROGRAM**

NAME OF CANDIDATE _____ MAJOR _____
 BANNER ID # _____

Candidate: Please sign and date one of the statements below:

I request a confidential reference and hereby waive my right to inspect it _____

I request a non-confidential reference and reserve the right to inspect it _____

(In accordance with Family Educational Rights and Privacy Act of 1974)

Evaluator: Please check on the line under the rating which most closely represents your evaluation of each trait. If you have had insufficient opportunity to observe a particular trait, please check the unknown column.

	Exceptional Top 10%	Good Top 30%	Competent Top 70%	Needs work Bottom 30%	Unknown
PERSONAL					
Enthusiastic	_____	_____	_____	_____	_____
Reliable	_____	_____	_____	_____	_____
Courteous	_____	_____	_____	_____	_____
Cooperative	_____	_____	_____	_____	_____
Responsible	_____	_____	_____	_____	_____
Well-organized	_____	_____	_____	_____	_____
Creative	_____	_____	_____	_____	_____
Multicultural	_____	_____	_____	_____	_____
ACADEMICS					
Writes well	_____	_____	_____	_____	_____
Completes work on time	_____	_____	_____	_____	_____
Accepts criticism	_____	_____	_____	_____	_____
Makes good decisions	_____	_____	_____	_____	_____
Knows subject matter	_____	_____	_____	_____	_____
PROFESSIONAL					
Indicates desire to teach	_____	_____	_____	_____	_____
Works well with peers	_____	_____	_____	_____	_____
Accepts supervision	_____	_____	_____	_____	_____
Flexible	_____	_____	_____	_____	_____
Shows potential to become a good teacher	_____	_____	_____	_____	_____
Shows potential to motivate students	_____	_____	_____	_____	_____

ADDITIONAL COMMENTS

Name of Evaluator (Please Print) _____ Position _____

College _____ Department _____

Phone Number _____ Length of time you have known the candidate _____

Capacity in which you have known the candidate _____

Evaluator's Signature _____ Date _____

RETURN THIS FORM TO THE STUDENT. IF CONFIDENTIAL, RETURN TO STUDENT IN A SEALED ENVELOPE. IF YOU HAVE QUESTIONS CONCERNING THIS PROCESS, CALL 646-2119.

**COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY
FACULTY RECOMMENDATION FOR ADMISSION INTO THE
TEACHER EDUCATION PROGRAM**

NAME OF CANDIDATE _____ MAJOR _____
BANNER ID # _____

Candidate: Please sign and date one of the statements below:

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	Exceptional Top 10%	Good Top 30%	Competent Top 70%	Needs work Bottom 30%	Unknown
PERSONAL					
Enthusiastic	_____	_____	_____	_____	_____
Reliable	_____	_____	_____	_____	_____
Courteous	_____	_____	_____	_____	_____
Cooperative	_____	_____	_____	_____	_____
Responsible	_____	_____	_____	_____	_____
Well-organized	_____	_____	_____	_____	_____
Creative	_____	_____	_____	_____	_____
Multicultural	_____	_____	_____	_____	_____
ACADEMICS					
Writes well	_____	_____	_____	_____	_____
Completes work on time	_____	_____	_____	_____	_____
Accepts criticism	_____	_____	_____	_____	_____
Makes good decisions	_____	_____	_____	_____	_____
Knows subject matter	_____	_____	_____	_____	_____
PROFESSIONAL					
Indicates desire to teach	_____	_____	_____	_____	_____
Works well with peers	_____	_____	_____	_____	_____
Accepts supervision	_____	_____	_____	_____	_____
Flexible	_____	_____	_____	_____	_____
Shows potential to become a good teacher	_____	_____	_____	_____	_____
Shows potential to motivate students	_____	_____	_____	_____	_____

ADDITIONAL COMMENTS

Name of Evaluator (Please Print) _____ Position _____

College _____ Department _____

Phone Number _____ Length of time you have known the candidate _____

Capacity in which you have known the candidate _____

Evaluator's Signature _____ Date _____

RETURN THIS FORM TO THE STUDENT. IF CONFIDENTIAL, RETURN TO STUDENT IN A SEALED ENVELOPE. IF YOU HAVE QUESTIONS CONCERNING THIS PROCESS, CALL 646-2119.

**COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY
FACULTY RECOMMENDATION FOR ADMISSION INTO THE
TEACHER EDUCATION PROGRAM**

NAME OF CANDIDATE _____ MAJOR _____
BANNER ID # _____

Candidate: Please sign and date one of the statements below:

I request a confidential reference and hereby waive my right to inspect it _____

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(In accordance with Family Educational Rights and Privacy Act of 1974)

Evaluator: Please check on the line under the rating which most closely represents your evaluation of each trait. If you have had insufficient opportunity to observe a particular trait, please check the unknown column.

	Exceptional Top 10%	Good Top 30%	Competent Top 70%	Needs work Bottom 30%	Unknown
PERSONAL					
Enthusiastic	_____	_____	_____	_____	_____
Reliable	_____	_____	_____	_____	_____
Courteous	_____	_____	_____	_____	_____
Cooperative	_____	_____	_____	_____	_____
Responsible	_____	_____	_____	_____	_____
Well-organized	_____	_____	_____	_____	_____
Creative	_____	_____	_____	_____	_____
Multicultural	_____	_____	_____	_____	_____
ACADEMICS					
Writes well	_____	_____	_____	_____	_____
Completes work on time	_____	_____	_____	_____	_____
Accepts criticism	_____	_____	_____	_____	_____
Makes good decisions	_____	_____	_____	_____	_____
Knows subject matter	_____	_____	_____	_____	_____
PROFESSIONAL					
Indicates desire to teach	_____	_____	_____	_____	_____
Works well with peers	_____	_____	_____	_____	_____
Accepts supervision	_____	_____	_____	_____	_____
Flexible	_____	_____	_____	_____	_____
Shows potential to become a good teacher	_____	_____	_____	_____	_____
Shows potential to motivate students	_____	_____	_____	_____	_____

ADDITIONAL COMMENTS

Name of Evaluator (Please Print) _____ Position _____
College _____ Department _____
Phone Number _____ Length of time you have known the candidate _____
Capacity in which you have known the candidate _____
Evaluator's Signature _____ Date _____

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COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY

EMPLOYER RECOMMENDATION VOLUNTEER/SCHOOLS/ORGANIZATIONS

STUDENT NAME _____ BANNER ID # _____

Supervisor’s Name and Address (Print) _____

Supervisor’s Signature _____ Business/Organization _____

This recommendation will assist the Teacher Education Admissions Committee in making selections for admission into the Teacher Education Program at New Mexico State University. Please recognize the importance of this activity and complete the responses accordingly. Thank you for your participation in this important endeavor.

Please indicate appropriate response using the following scale:

Excellent = 5, Good = 4, Average = 3, Below Average = 2, and Poor = 1

- 1. **Communication Skills**
Writes well, establishes rapport _____
- 2. **Interpersonal Relations**
Demonstrates positive relationships with others _____
- 3. **Professionalism**
Punctuality, attendance, appropriate dress, etc. _____
- 4. **Attitude**
Projects an enthusiastic and positive approach to work-related activities _____
- 5. **Supervision**
Accepts recommendations and makes appropriate changes _____
- 6. **Organizational Skills**
Is able to deal with a variety of tasks in a systematic and effective way _____
- 7. **Ability to Learn**
Adapts to new situations and demonstrates a willingness to find the answers _____
- 8. **Works with persons from a variety of cultural groups:**
Relates well to various ethnic groups, all ages, those with disabilities _____
- 9. **Time period this individual worked with you** _____
- 10. **General Comments:**
Please indicate areas of strength and weakness

Candidate: Please sign and date one of the statements below:

I request a confidential reference and hereby waive my right to inspect it _____/_____

I request a non-confidential reference and reserve the right to inspect it _____/_____

Address _____

Phone Number (Work) _____ (Home) _____

RETURN THIS FORM TO THE STUDENT. IF CONFIDENTIAL, RETURN TO STUDENT IN A SEALED ENVELOPE. IF YOU HAVE QUESTIONS CONCERNING THIS PROCESS CALL 646-2119.

COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY

EMPLOYER RECOMMENDATION VOLUNTEER/SCHOOLS/ORGANIZATIONS

STUDENT NAME _____ Banner ID # _____
Supervisor's Name and Address (Print) _____
Supervisor's Signature _____ Business/Organization _____

This recommendation will assist the Teacher Education Admissions Committee in making selections for admission into the Teacher Education Program at New Mexico State University. Please recognize the importance of this activity and complete the responses accordingly. Thank you for your participation in this important endeavor.

Please indicate appropriate response using the following scale:
Excellent = 5, Good = 4, Average = 3, Below Average = 2, and Poor = 1

- 1. Communication Skills
Writes well, establishes rapport
2. Interpersonal Relations
Demonstrates positive relationships with others
3. Professionalism
Punctuality, attendance, appropriate dress, etc.
4. Attitude
Projects an enthusiastic and positive approach to work-related activities
5. Supervision
Accepts recommendations and makes appropriate changes
6. Organizational Skills
Is able to deal with a variety of tasks in a systematic and effective way
7. Ability to Learn
Adapts to new situations and demonstrates a willingness to find the answers
8. Works with persons from a variety of cultural groups:
Relates well to various ethnic groups, all ages, those with disabilities
9. Time period this individual worked with you
10. General Comments:
Please indicate areas of strength and weakness

Candidate: Please sign and date one of the statements below:

I request a confidential reference and hereby waive my right to inspect it
I request a non-confidential reference and reserve the right to inspect it
Address
Phone Number (Work) (Home)

RETURN THIS FORM TO THE STUDENT. IF CONFIDENTIAL, RETURN TO STUDENT IN A SEALED ENVELOPE. IF YOU HAVE QUESTIONS CONCERNING THIS PROCESS CALL 646-2119.

COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY

STUDENT PORTFOLIO EVALUATION FORM (SAMPLE)

Student Name _____ Banner ID # _____

Recommended Weight Outstanding Good Avg Min. Wt. X Score

5 GPA _____ GPA X 5 _____

5 **Professional Review** 4 3 2 1 _____

Academic Environment/Settings

Recommendations from Faculty
 Recommendations from Public School Teachers
 Evaluation of Field Experience Supervisors
 Departmental Dispositions Document

Committee Recommendations _____

3 **Review of Work Related Experiences: (Paid & Unpaid)** 4 3 2 1 _____

Quality of Work, Observations from Supervisors
 Supervisor Evaluation

Committee Recommendations _____

3 **Critical Consciousness for People With Disabilities** 4 3 2 1 _____

Sensitivity to Disability, Work or Experience with the Disabled, Courses related to individuals with Disabilities, Observation from Faculty/Supervisors

Committee Recommendations _____

3 **Critical Consciousness of Other Forms of Cultural Diversity** 4 3 2 1 _____

Cultural Sensitivity, Measure of Facility in Second Language of the Service Area, Courses in a Second Language of the Service Area, Courses dealing with Various forms of Cultural Diversity, Linguistics, Observations from Faculty/Supervisors

Committee Recommendations _____

2 **Campus Activities Profession related** 4 3 2 1 _____

SNEA, Hispanic Educators, ASNMSU, Kappa Delta Phi, etc., Level of Participation, Professional Involvement

Committee Recommendations _____

2 **Volunteer Experiences Service Related** 4 3 2 1 _____

Scouts, FTA, Peace Corps, Candy Strippers, Special Olympics, Service Organizations, etc.

Committee Recommendations _____

2 **Overall Professional Judgment of Portfolio** 4 3 2 1 _____

This will be based on criteria such as coherence, conformance to guidelines, neatness, and overall writing skills.

Committee Recommendations _____

TOTAL _____

The Admission Committee will use this form as a guide when reviewing TEP portfolios.

COLLEGE OF EDUCATION – NEW MEXICO STATE UNIVERSITY
STUDENT TEACHING REQUIREMENTS

1. The student must complete all of the required education and teaching field courses from the appropriate degree plan with grades of “C” or better and must complete **all** of their teaching field courses. Graduate students must complete all education courses with a “B” or better.
2. The student must be admitted to the TEP.
3. Undergraduate students must maintain a cumulative GPA of 2.5 or better. Graduate students must have a cumulative GPA of 3.0 or better.
4. The student must establish senior status.
5. ALL **FALL** STUDENT TEACHING APPLICATIONS ARE DUE IN THE UNDERGRADUATE ADVISEMENT CENTER O’DONNELL HALL ROOM 101 BY **OCTOBER 9** ONE YEAR PRIOR TO STUDENT TEACHING. ALL **SPRING** STUDENT TEACHING APPLICATIONS ARE DUE BY **MARCH 9** ONE YEAR PRIOR TO STUDENT TEACHING.
6. Student Teaching must be done within the State of New Mexico and within an 80 mile radius of New Mexico State University main campus. Exceptions require approval in advance by the Student Teaching Coordinator, Department Head and Associate Dean. There will be an additional fee for a distant placement.

After you have submitted your student teaching application, you should immediately make an appointment with your advisor to review the remaining requirements needed to student teach – request a “degree check”. **Assuming you are admitted to the TEP and enrolled in the appropriate courses outlined in your degree check**, you will plan to student teach during the semester you requested. The degree check is signed by you and your advisor, thereby agreeing to the course work yet to be completed within the 6-year catalog limit.

It is your responsibility to notify your advisor in writing of any change. Please fill out a new student teaching application to document a change in name, address or student teaching request. A current correct address is essential to notify you of meetings and other crucial information. Applying for student teaching is your responsibility as a student and a teacher. The College of Education and your assigned teacher are counting on you to act responsibly and professionally.

Elementary, secondary, special education and early childhood **placements are done one semester in advance**, usually completed by May for Fall semester and by December for Spring semester. However, no student will be given a student teaching placement without a review and an approval by their respective department.

Most districts require completion of a substitute teaching application. **You are expected to follow the school district’s calendar year, which usually requires reporting to your school before the University’s regular semester begins.**

Now New Mexico schools are requiring that background checks be initiated prior to the student teaching semester.

The Las Cruces Public Schools is now requiring that every student teacher requesting placement in the Las Cruces Public Schools complete an application packet for substitute teaching at the Human Resources Office, prior to the student teaching semester.

- θ Packet includes fingerprinting form – now required of ALL applicants to the Las Cruces school district.
- θ Fingerprinting should be done within one (1) year of certification to be current.
- o **You must take and pass the New Mexico Teacher’s Content exam before you can be cleared to student teach.** Registration for this exam should be initiated no later than one (1) semester prior to the student teaching semester. **Please retain the ORIGINAL copy of your NMTA scores. The College does not receive copies of your score results. (Business and Early Childhood majors are exempt from the exam, for now, but exam for these majors will be required in the future).** The NMTA is required to become a certified teacher in the state of New Mexico.
- θ Fingerprinting should be started at least one (1) semester before the student teaching semester.

NOTE: STUDENT TEACHERS WILL NOT BE ALLOWED TO BEGIN THEIR WORK IN THE CLASSROOM UNTIL THE PACKET IS COMPLETE.

The State Department of Education will require successful completion of all applicable parts of the New Mexico Teacher Assessments. You may contact the Advisement Center or the Professional Licensure Unit, New Mexico State Department of Education if you have questions on this requirement.

When the degree is attained, the student applies for licensure to the New Mexico Department of Education in Santa Fe, NM:

PROFESSIONAL LICENSURE UNIT
NEW MEXICO STATE DEPT OF EDUC
EDUCATION BUILDING
SANTA FE, NEW MEXICO 87501-2786
(505) 827-6587

www.sde.state.nm.us