

Unified Early Childhood Studies Application

The Unified Early Childhood Studies (UECH) Program is seeking applications from candidates who would like to be considered for admission to a cohort.

Program applications are due the sixth Friday of the semester, by 4 p.m., for admission into Block 1 the following semester. Your application must be submitted to the Department of Education, 120 Montague Hall. For specific upcoming dates, see: <http://www.d.umn.edu/educ/deadlines.html>

You will need to secure all papers together (paper clipped). It is not necessary to put the application in a folder, binder, envelope, etc.

Essential Qualifications

- You must have completed a minimum of 45 credits to apply to the UECH Program, and you must have completed 60 credits before you can begin the block coursework.
- You must have a 2.7 GPA overall.
- You must have confirmation that you have taken the Pre-Professional Skills Test (PPST) for reading, writing, and mathematics.
- You must have passing scores on a standardized test (if you have not received the PPST scores at time of application or do not have passing scores in the PPST).
- You must have a demonstrated commitment to working with children. This includes 60 hours in supervised settings during the past 2 years; preferably 30 hours in an early primary (K-3) setting and 30 hours in an early childhood (birth-5) setting.
- You must have three letters of recommendation.
- You should be nearing completion of the prerequisite courses listed in the UMD Bulletin and on your UECH program worksheet.
- Successful completion of an interview with UECH program faculty member(s). (You will be notified of date/time)

Essential Components of Application:

ALL essential components listed below must be completed correctly and submitted on time in order for the application to be accepted. *Late or incomplete applications will be returned and students may need to wait until the following year to apply.*

1. Check list with signature of student
2. Resume, including a cover letter
3. Three signed letters of recommendation (letters may also "double" as confirmation of your work with young children)
4. Current APAS
5. Evidence of working with youth - verification of a minimum 60 hours working with youth, preferably 30 hours in early primary setting and 30 hours in an early childhood setting.
6. Confirmation that you have taken the PPST; reading, writing, and mathematics
7. Verification of passing scores for reading, writing, and mathematics from one (or a combination) of the following tests:

<u>Test</u>	<u>Minimum Passing Scores:</u>
PPST	Reading 173 or 320 CBT* Writing 172 or 318 CBT Mathematics 171 or 316 CBT *CBT - computer based test
SAT	50 th percentile in comparable subject for reading, writing, and/or mathematics
ACT	21 on each subtest comparable for reading, writing and/or mathematics
CTBS	Notification of a passing score from the Dept of Education for the comparable subtest(s)

8. Signed Consent Form for placement and teaching file
9. Program Plan Worksheet
10. Signed Disposition Contract

Detailed description of each component:

1. Check List:

This check list is to be attached to the top of your application when you submit your application. It includes all the components of the application. Follow this list as you put together your application. Carefully review all parts to be sure they are both present and correct, checking off each item as you go. *You are **STRONGLY encouraged** to meet with your academic advisor in order to discuss and review your application prior to submitting it.*

2. Resume and Cover Letter:

This is not expected to be a complete or extensive resume; but must, at a minimum, contain the items outlined below. Once you are admitted to the UECH Program, you will continue to expand this into a more complete, professional resume. Required sections of your resume and cover letter should include:

- Name, local address & phone number, permanent address & phone number, UMD e-mail address
- Education: current major, any minor, any certification program at UMD; listing of other universities or colleges that you have attended and programs of study at these institutions, any other education or training relevant to a career in early childhood studies.
- Professional experience: include name of agency/school/organization for which you have performed your volunteer work (minimum 60 hours); listing of any other volunteer work or employment related to early childhood studies
- Honors: list any applicable awards or honors that you have received
- List of references: three references required, include name and contact information of each reference
- A cover letter (one to two type-written pages, single-spaced) addressed to:
Dr. Kim Riordan, Program Coordinator
Unified Early Childhood Studies
UMD Department of Education
120 Montague Hall
1211 Ordean Court
Duluth, MN 55812-3012

This letter should be professional in nature, signed by you, and include a personal statement describing the reasons you consider yourself a good candidate for the Unified Early Childhood Studies Program.

At a *minimum* you should include your personal statement and address directly each of the essential qualifications, highlighting your strengths in meeting or exceeding these qualifications. You may go beyond this minimum and describe other qualities and skills that you bring as a prospective candidate to the teaching profession. For example, you may include descriptions of experiences that have led you to teaching, qualities you have that apply to being an early childhood professional, philosophical statements describing your ideas about young children or education at this time, etc.

Letters and resumes that contain spelling and punctuation errors, or look unprofessional, will negatively effect the evaluation of your application.

3. Letters of Recommendation:

You must have at least **three signed letters** of recommendation. Request your recommendations from someone who can speak to your ability to complete tasks, and ability to work with young children. This preferably would be a supervisor who has observed you working with young children. Other letters may come from employers, professors, and other people who know you in another context but must be able to address such areas as your character, attitudes, and work ethic.

4. Current APAS:

A current APAS may be printed off the web or obtained at the information desk in the Solon Campus Center. This APAS should show all course grades up to and including the previous semester's grades and should also show the classes for which you are currently enrolled. Please be sure that your APAS is complete with the following:

- prerequisite courses highlighted (please use highlighting marker)
- indication of a 2.7 GPA overall (highlight the GPA on the APAS)
- evidence that you have completed a minimum of 45 credits

5. Evidence of Working With Youth:

You must be able to verify at least 60 hours of working with youth, preferably 30 hours in an early childhood setting (birth through PreK) and 30 hours in an early primary setting (K through grade 3). To do this, provide a brief letter from a supervisor(s) indicating that you have performed a minimum of 60 hours of volunteer or paid work with youth. You may choose to have your supervisor also be one of the choices to write a letter of recommendation for you. If this is the case, be sure to have this person indicate in the letter the number of hours that you have worked directly with youth.

6. PPST:

The National Council for Accreditation of Teacher Education (NCATE) requires that candidates for licensure programs achieve a passing score on a test of basic skills. You will need to provide a *copy* (not the original) of your test scores showing evidence of passing scores on a standardized test for reading, writing, and mathematics.

YOU MUST HAVE TAKEN ALL THREE SECTIONS OF THE PPST (reading, writing, mathematics) prior to applying to the Unified Early Childhood Studies Program. The Minnesota State Board of Teaching (the state's licensing agent) requires this. You cannot be admitted to the program if you have not taken all three parts of the PPST. **You must attach evidence that you have taken the PPST.**

7. Passing Scores:

If you have not yet passed any section of the PPST, you must submit evidence of passing scores on a standardized test. These must be submitted with your application.

You will need to include **a copy** of any test scores that you wish to submit with this application. Do not include original documents of your test scores. Keep the original for your personal file and include a *copy* with your application. If you have requested any of your test scores to be sent to UMD, they **do not** come to the Department of Education office in 120 MonH. **You** must submit the *copy* of any test score you wish to be considered with this application.

You may submit passing scores from the PPST, SAT, ACT, or CTBS, or a combination of any of these tests for reading, writing, and mathematics. Those who do not have the necessary passing scores on a standardized test at application time may take the Comprehensive Test of Basic Skills (CTBS) through the Department of Education.

The Department of Education offers the **Comprehensive Test of Basic Skills (CTBS)** each semester on Thursday - the day before the sixth Friday of the semester, when the program applications are due.

This test is offered to anyone who does not have a passing score for reading, writing, or mathematics on another standardized test. To take the CTBS, please register in the Department of Education Office, 120 Montague Hall, at least one day before it's given. The cost of this test is \$20 for each section you may need. Please contact Chris Peterson (capeters@d.umn.edu, 120 Montague Hall, 726-7592) for details, and to register to take the test.

8. Signed Consent Form:

A signed consent form is necessary for your placement and teaching files. This form is included within the application packet.

9. Program Sheet:

The program sheet (available from the CEHSP Student Affairs Office, 120 BohH) is a crucial component of your application as it helps you, your advisor, and the program coordinator ensure that you are taking the necessary courses and in the appropriate order to complete your degree successfully.

If you have not met one or more of the program plan requirements, you must indicate what your plan is for taking any prerequisite courses not yet taken. Write this plan on your check list.

If you intend to have any required courses waived or substituted by another course, you should fill out the course waiver/substitution form and meet with your academic advisor. You can obtain this form from the CEHSP Student Affairs Office in 120 BohH. Submit a *copy* of this form along with your application.

10. Professional Dispositions

Please sign the Professional Dispositions Contract. Include this form with your application.

Consent Form

I, _____, hereby consent to the inclusion of the following form in my placement file in the Career Services office at UMD:

- UMD Student Teacher Final Evaluations

And the following forms (if available) in my student file in the Department of Education:

- Off-campus Field Placement Logs of Hours and Evaluations from Cooperating Teacher
- UMD Student Teacher Evaluation; mid term and final evaluations both from student (self evaluation) and cooperating teachers
- Application to Early Childhood Studies
- Scoring form of CTBS (if taken)

I understand that my placement file will be accessible to future hiring officials, and my student file will be accessible to faculty only in the Department of Education.

Student Signature _____ Date _____

Bulletin Year _____
(Year you entered UMD)

Unified Early Childhood Studies Program

Professional Dispositions Contract

Disposition:

A habitual tendency or inclination. Dispositions include temperament, character, personality, nature, and demeanor. These nouns refer to the sum of traits that identify a person which include, frame of mind, emotional characteristics moral and ethical qualities, distinctive traits that give him/her individuality, especially in his/her relationship with others, exhibited behaviors towards others. -The American Heritage Dictionary, 2nd College Edition.

Dispositions

Professional Conduct

- Accepts responsibility
- Completes assignments on time
- Carries out assignments independently when needed
- Arrives on time
- Presents self in a manner appropriate to the setting
- Demonstrates a commitment to short and long term planning

Professional Qualities

- Adapts easily to changing circumstances
- Seeks and accepts suggestions of others
- Demonstrates an ability and willingness to self assess
- Shows appreciation for diversity
- Responds appropriately to issues of bias and discrimination as they arise
- Takes initiative in making a contribution to the learning community
- Demonstrates enthusiasm about the subject matter
- Demonstrates a commitment to continuous learning
- Demonstrates a commitment to the individual student
- Expresses responsibility for helping all students achieve
- Values educational technology in teaching and learning

Communication and Collaboration

- Collaborates effectively with others
- Uses good judgment in interactions with others
- Displays sensitivity in interacting with others
- Behaves ethically in dealings with others
- Respects and responds appropriately to differences in point of view
- Demonstrates effective written communication skills
- Demonstrates effective oral communications
- Demonstrates a commitment to working with families
- Demonstrates a commitment to working with colleagues

I understand that I will be held accountable for satisfactory progress in the development of my professional dispositions.

Sign: _____

Print: _____

Date: _____

Application - Unified Early Childhood Studies

Name: _____

Student ID#: _____

Date: _____

Checklist

To be attached to the front of the application packet

	Essential Components	Student Initials
1.	Check list	
2.	Resume & Cover Letter	
3.	Letters of recommendation (3)	
4.	Current APAS	
5.	Evidence of working with youth	
6.	PPST	
7.	Passing Scores	
8.	Consent form	
9.	Program sheet	
10.	Disposition Contract	
		Student Signature _____

You are *strongly encouraged* to meet with your academic advisor in order to discuss and review your application prior to submission.

Please note your plan to complete any prerequisite classes on the back of this sheet.

ADMITTED: _____
(administrative use only)