 

# Application for Admission to the Secondary Education Degree Program

**Important**: Admission to the teacher education programs is *separate* from and in addition to admission to the University. Enrollment in the programs is limited and students must meet certain eligibility standards to be considered for admission. Secondary students are admitted once annually at the beginning of the spring semester. **Complete application packets are due to Content Program Coordinator before October 6.**

**Secondary Program for which you are applying (check one):**

* **BIOLOGY**
* **ENGLISH**
* **HISTORY**
* **MATHEMATICS**

Full “Legal” Name Birth Date

Laker ID Number: Gender:

**Do you have an associate’s degree? Yes No**

If so, from what college? List other colleges attended

CSU E-Mail Personal E-Mail

**Ethnicity:** Circle one: Hispanic or Latino or Not Hispanic or Latino

**Race:** Please circle one:

**B**-Black or African American **W**-White **Z**-Asian **I-**American Indian or Alaska Native

**P**-Native Hawaiian or Other Pacific Islander

**T** or **M**-Two or more races **U**-Unknown

Primary Phone: Secondary Phone:

Permanent Address

City State Zip

**Portfolio Admission Checklist** (Fill in appropriate GPA, date of Ethics Exam, and if applicable, attach supporting documentation).

**Overall GPA (2.5 required)**

**Completed Georgia Educator Ethics Exam (documentation required)**

* **Met with an Academic Advisor. Advisor name:**
* **Completion of at least 45 semester hours of general education college credit**
* **Successful completion (minimum grade of C) in all required content discipline and education courses**
* **Successful completion of EDUC 2110, 2120, and 2130 with grade of C or better**
* **Attendance at a CSU Teacher Education Information Session**

**A one-page essay explaining why you want to become a secondary school (grades 6-12) teacher in your field**

* **Attach a typed explanation of any specific circumstances to be considered by the Professional Education Programs Committee.**
* **Recommendations from two professors, (one in area of concentration listed above)**

Once recommended for admission into the Secondary Education Program, you will apply for a Pre-Service Certificate. This will be completed through your MyPSC account. IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH A CERTIFICATION IN SECONDARY EDUCATION, YOU MUST BE ISSUED A PRE-

SERVICE CERTIFICATE. If application for a Pre-Service Certificate is denied, you must withdraw from our program.

**Secondary Education Program**

This program is designed to lead to licensure/certification in Secondary Teaching. Majors will select concentrations from among the four areas of mathematics, science, English, and history to complement education components that are field-based. Degree completion requires a minimum of 120 semester credit hours excluding institutional credit. The teacher education program has been developed through a collaborative partnership of classroom teachers, education experts, and Clayton State University faculty. The Clayton State University teacher education program is maintained in partnership with the six school systems in the University’s primary service area -- Clayton, Fayette, Fulton, Henry, Rockdale, and Griffin-Spalding. All on-site education experiences will be provided by these systems. The Professional Education Advisory Council serves as an external advisory group for teacher education.

**PROFESSIONAL EDUCATION OUTCOMES** Students must satisfy the Professional Education Outcomes which have been specifically designed to produce graduates who are well prepared for teaching positions in secondary education: Diagnoses Learning Needs, Plans for Student Learning, Facilitates Student Learning, Demonstrates Appropriate Knowledge, Fosters Student Well-Being to Support Learning, Assumes the Role of Professional Teacher.

**ATTENDANCE AND SCHEDULING EXPECTATIONS** Admission to the

teacher education program is separate from and in addition to admission to the University. Enrollment in the Bachelor of Arts degree program in teacher education is limited, and students must meet the eligibility standards listed below to be considered for admission. The program will fill available slots with those eligible students who, in the judgment of the faculty, are most likely to be successful. Meeting the minimum requirements for admission eligibility does NOT guarantee admission to the program. Upper division courses involve considerable on-site activity in authentic school settings. Students who enter the program must have scheduling flexibility. Students are responsible for providing their own transportation, at their own expense, including liability insurance. Students must execute a waiver of liability form. Because courses are offered in sequence and are not available every semester, students must be willing to commit to full-time attendance in order to stay on track for graduation.

## APPLICATION AND ADMISSION ELIGIBILITY STANDARDS Items below

form the *minimum* eligibility to submit an application for admission to the Secondary Education Program. All items must be complete to be considered for admission.

1. Admission to Clayton State University
2. Overall GPA of 2.5 or higher
3. Complete Georgia Educator Ethics Exam
4. Meet with an advisor
5. Completion of at least 45 semester hours of college credit (minimum requirement to submit application)
6. Students are required to complete all courses in Areas A-F with grades of A, B, C, or K before formal admission to program. This includes Grades of A, B, or C in EDUC 2110, EDUC 2120, and EDUC 2130.
7. Attendance at Information Session (If an information session is not available, see Secondary Program Coordinator for make-up)
8. A one-page essay on why you want to be a secondary teacher in your field.
9. You must be issued a Pre-Service Certificate to remain in the program.

*NOTE: Students who fail to sustain these criteria after notification, but before they actually begin taking courses in the teacher education program, will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria.*

**CONDITIONAL ADMISSION POLICY** Conditional admission may be granted to students with no more than three core (Areas A-F) courses left to complete.

## ELIGIBILITY TO BEGIN TAKING COURSES IN THE TEACHER EDUCATION PROGRAM

Once conditionally admitted into the Secondary Education Program, you will apply for a Pre-Service Certificate. Once admitted into the Secondary Education Program, you will apply for a Pre-Service Certificate. This will be completed through your MyPSC account. IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH TEACHER CERTIFICATION, YOU MUST BE ISSUED A PRE-SERVICE

CERTIFICATE. If application for a Pre-Service Certificate is denied, you must withdraw from our program. Teacher candidates must provide evidence of liability insurance prior to participation in specific field-based or clinical experiences by submitting documentation of SGAE or PAGE membership or evidence of liability insurance.

## APPLICATION AND ADMISSION PROCEDURES

1. Applicants who meet the criteria explained above should submit an application form and supporting documentation to the Clayton State University School of Education. (Application forms are available from the School of Education Office or on the Clayton State University website.)
2. Applications should be submitted to content coordinators by the first Friday in October in the year prior to the student’s Practicum semester.
3. All complete and eligible applications received by the published deadlines will be considered for the available positions in the programs for the appropriate semester. Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.
4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the School of Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants.
6. The following courses must be taken at Clayton State University: EDUC 3030, EDUC 3200. EDUC 3210, EDUC 4003 and EDUC 4730/31. The School

of Education will evaluate equivalencies for other courses in the program. Every effort will be made to accept transfer credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

**READMISSION POLICY** Students who fail to maintain admission criteria after receiving written notification of program acceptance will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria. Students applying for re- admittance to the program must resubmit all materials and meet all APPLICATION AND ADMISSION ELIGIBILITY STANDARDS as stated

above. Note: This includes attending an additional information session; providing additional writing samples as requested and resubmitting a one-page essay (see Program Coordinator for new essay topic). Students reapplying for re-admittance to begin in the Fall must submit application on or before April 1 and for re-admittance for Spring/Summer must submit application on or before November 1. For students reapplying to complete the Practicum and/or Student Teaching only, must submit the Internship Application to the Director of Field Experiences by April 1 for Fall Practicum Placement and November 1 for Spring Student Teaching.

**I have read and understand all requirements for the Clayton State University Secondary Education Program.**

**Student Signature** **Date**

# Return completed form and completed portfolio

**documentation to your Content Coordinator.**

*Clayton State University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). Clayton State University is an Affirmative Action/Equal Opportunity Institution.*