

MASTER IN TEACHING - ELEMENTARY APPLICATION PORTFOLIO

2022

Priority submission dates: December 1, 2021 - January 15, 2022

New MIT-Elementary certification program begin annually in the
WSU summer term (program starts on May 9, 2022)

**This program leads to the Washington Residency Teaching Certificate with an endorsement in Elementary
Education (K-8) and the Master in Teaching Degree**

It is the desire of the Master in Teaching - Elementary Certification Program, as well as the College of Education, to prepare the best possible teachers. Thus, we reserve the right to seek the most highly qualified individuals for admission to the MIT-Elementary Certification program. Each year a select number of students are chosen for admission.

Meeting the minimum application requirements does not guarantee admission to the program.

APPROXIMATE SELECTION TIMELINE

December-January

All applications are reviewed for completeness. Transcripts are reviewed. Testing information is verified. Volunteer or Professional experience is verified. Information is compiled into a database.

January-February

The selection committee reviews all applicant materials for final selection. Applicants may be interviewed. Final decisions are made for admission.

February-March

Written letters are sent to applicants for admission notification for the program.

March 1, 2022

All tests (NES) must be passed and official scores sent to the WSU Pullman campus. The WEST-B/SAT/ACT test covers the basic skills requirement in reading, math, and writing and is required for all applicants, applicants must only take all three parts of one of the approved basic skills tests, and there is no requirement to pass. Please have all official scores sent to WSU Pullman.

If official passing scores are not on file by March 1 your program start term might be delayed.

MIT ELEMENTARY APPLICATION PROCESS

Applicants complete an application for the WSU Graduate School and a separate application portfolio (this document) for the College of Education. In order to begin the MIT-Elementary Program, an applicant must be admitted by **both** the Graduate School and the College of Education.

I. Submit the following items to: **The Graduate School
Washington State University
P.O. Box 641030
Pullman, Washington 99164-1030**

- On-line “Application for Admission to Graduate School” <https://gradschool.wsu.edu/apply/>
- \$75.00 non-refundable application fee
- Official transcripts sent from the previous institution directly to the Graduate School at the address above by the Registrar of each institution from which you have completed coursework after grade 12. The Graduate School has access to WSU transcripts.
Have transcripts sent ELECTRONICALLY* to: Grad.Sch.Transcript@wsu.edu
**Check with the Registrar’s Office at your school to see if this option is available.
- Names and email addresses of three people from whom you will be requesting professional letters of recommendation.
The letter writers will be sent an email prompting them to submit an on-line reference letter on your behalf. Letters should only come from professional references, **no friends or family members.**
This process can take 14-21 days for letters to be received by the Graduate School. Applicants are advised to track reference letters so as to ensure that the application is complete by the priority deadline.

II. Submit the following items to MIT-Elementary Program WSU Vancouver:

- Email this completed portfolio to: dan.overbay@wsu.edu
- Applicant Information Sheet
- Summary of Letters of Recommendation
- Documentation of Professional/Volunteer Experiences
- Statement of Personal Commitment and Relevant Experiences
- Official basic skills test (ACT/SAT/WEST-B) scores must be received by March 1, 2022.
Send all test scores to WSU Pullman.
- Official NES for Elementary Education (both subtests) scores for specific content area must be received by March 1, 2022. Send all test scores to WSU Pullman.

III. Additional MIT Application Portfolio Explanation

Application Portfolio

This packet is considered the Application Portfolio. Applicants are required to email one copy to the Academic Coordinator (dan.overbay@wsu.edu). Keep a copy for personal records.

Documentation of Professional and/or Volunteer Experiences

Applicants should discuss relevant professional or volunteer experiences working with youth, adolescents and/or adults (*experience with adolescents grades K-8 strongly preferred*) in settings such as public or private schools, camps, community services, religious groups, or informal educational organizations. ***All applicants must have experience working with school age children in a formal educational environment (experiences with elementary age students in grades K-8 in a diverse public school setting are most preferred).*** Should it be necessary the Admissions Committee might contact your references related to your volunteer or professional experience. By listing these individuals you grant permission for the committee to contact them.

Statement of Personal Commitment and Relevant Experiences

This statement should not exceed five typed pages (double-spaced). The statement will be evaluated on content, narrative flow, grammar, and vocabulary.

Summary of Professional Letters of Recommendation

Three letters, submitted on-line to the WSU Graduate School, are required for a complete application. Please inform each of your three reference writers to *discuss the following items* in support of your application: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your academic ability to do graduate-level work, and (4) your interpersonal skills. It is preferred that letters of recommendation directly support the experiences listed in the "Documentation of Professional and/or Volunteer Experiences." Letters from faculty who can address your ability to succeed in graduate school are also appropriate. Letters from family members or friends will not be accepted.

Test Requirements:

ACT/SAT/WEST-B (Basic Skills) and NES for Elementary Education (both subtests)

<http://www.west.nesinc.com/>

Applicants must take all three parts of one of the approved basic skills tests (ACT/SAT/WEST-B) in the areas of reading, writing, and mathematics there is no requirement to pass any sections to meet the basic skills requirement. Official test scores must be received by **March 1** prior to the program start date. Official tests scores should be sent to WSU Pullman. Use school code: 4705 for SAT scores, use school code: 4482 for ACT scores. See Academic Coordinator with any questions regarding the basic skills policy.

Official, passing NES scores for Elementary Education must be received by **March 1** prior to the program start date. A score of 220 is required on both subtests.

Transcripts

Each applicant must provide official transcripts from **each institution** attended since grade 12 to the Graduate School (one copy). Official transcripts must be mailed directly by the Registrar at the previous institution directly to the Graduate School. It is not necessary to submit WSU transcripts to the Graduate School at WSU Pullman.

Have transcripts sent ELECTRONICALLY* to: Grad.Sch.Transcript@wsu.edu

**Check with the Registrar's Office at your school to see if this option is available.

APPLICANT INFORMATION SHEET
2022 MIT Elementary Program
Please Type

WSU Student ID Number: _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

Primary: _____

Alternate: _____

WSU EMAIL: _____

(If available. This is the email address we will use for all communications)

PERSONAL EMAIL: _____

Date OF Basic Skills exam

(ACT/SAT/WEST): _____

(completed or planned, must be passed and scores on file by March 1)

Date of NES EXAM: _____

(completed or planned, must be passed and scores on file by March 1)

HAVE YOU PREVIOUSLY ATTENDED WASHINGTON STATE UNIVERSITY?

YES: _____

If yes dates attended: _____

NO: _____

SUMMARY OF PROFESSIONAL LETTERS OF RECOMMENDATION

Applicant Name: _____

Please complete the information listed below for each **reference writer**. Your letters of recommendation should directly support your experiences listed in the “Documentation of Professional and/or Volunteer Experiences.” Letters from faculty who can address your ability to succeed in graduate school are also appropriate. (**References from family members and friends will not be accepted**).

CRITICAL: Reference letters must be received and processed by the Graduate School before the departmental application portfolio is considered complete. Applicants are encouraged to remain in close contact with reference letter writers to ensure letters are submitted as close to the January 15th application submission date as possible.

Name: _____
Relationship: _____
Address: _____
Email: _____
Phone: _____

Name: _____
Relationship: _____
Address: _____
Email: _____
Phone: _____

Name: _____
Relationship: _____
Address: _____
Email: _____
Phone: _____

**DOCUMENTATION OF PROFESSIONAL
and/or VOLUNTEER EXPERIENCES**

Applicant Name: _____

List your professional or volunteer experiences related to teaching or the education of youth, adolescents, and/or adults in settings such as public or private schools, camps, community service organizations, religious groups, or informal educational organizations. *Experience working with adolescents (grades K-8) strongly preferred.*

Experience #1:

School or Business name: _____
Dates of Experience (include hours completed): _____
Supervisor Name: _____
Email: _____
Phone: _____
Grade Level: _____
School Type (public or private): _____
Description of Experience: _____

Experience #2:

School or Business name: _____
Dates of Experience (include hours completed): _____
Supervisor Name: _____
Email: _____
Phone: _____
Grade Level: _____
School Type (public or private): _____
Description of Experience: _____

STATEMENT OF PERSONAL COMMITMENT AND RELEVANT EXPERIENCES

The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed 5 typed pages (double-spaced, 12-point font, one-inch margins). Please address every item and put your name on each page of the document. The statement will be evaluated on content, narrative flow, grammar, and vocabulary. Once each response is complete, please copy and paste the appropriate writing prompt above each response (this will increase the total pages to 6). While the narrative is a required portion of the MIT Application, not all applicants may be able to respond to every item. If you cannot respond to a particular item, please explain why an item was not addressed.

Contents of Statement:

1. Personal commitment to teaching.

Describe your personal commitment to children and the teaching profession. Include in your response details about your experiences with children and your personal qualities that demonstrate your ability to make a significant contribution to the teaching profession.

2. Experiences with educational systems, social service agencies, and/or community agencies.

Reflect on and discuss your experiences as a learner when working in educational systems and other learning environments (social service agencies, and or community agencies). Focus on what you discovered about yourself as a learner and future teacher.

3. Experiences with diverse people, perspectives, and/or contexts.

Describe one significant experience that you have had with individuals who are different than yourself; describe this difference and why you felt it to be important. Discuss what this experience taught you about diversity and what the implications might be for you as a future teacher.

4. Experiences demonstrating leadership, communication skills and initiative.

Describe experiences that have influenced or enhanced your communication skills, leadership skills, and initiative. Reflect on these skills and how they will influence your ability to be an exceptional teacher. While these experiences may have taken place in a structured environment such as the workplace, it is also appropriate to discuss more every day and personal experiences.

IMPORTANT INFORMATION FOR MIT-Elementary APPLICANTS

Upon admission to the MIT-Elementary program (prior to the program start date in spring semester), candidates will receive information on how to complete the required background check and fingerprinting. Applicants must receive clearance by the Washington State Patrol and FBI prior to April 15th. Listed below are conditions that automatically prevent an applicant from being awarded a teaching certificate in the State of Washington. Clearances and fingerprinting are valid for two years from the date of clearance.

Automatic Denials for Certification

Convictions, including guilty pleas, involving any of the following:

1. Physical neglect of a child under chapter 9A.42 RCW
2. Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW)
3. Sexual exploitation of a child under chapter 9.68A RCW
4. Sexual offenses under chapter 9A.44RCW where a minor is the victim
5. Promoting prostitution of a minor child under chapter 9A.88 RCW
6. Sale or purchase of a minor child under 9A.64.030 RCW
7. Violations of similar laws to the above in another jurisdiction

NOTIFICATION OF LIABILITY INSURANCE

Because accidents can happen very quickly in a K-12 classroom and you can be held financially responsible if the accident occurs while you are in the classroom, you are required to show proof of professional liability coverage (\$1,000,000 minimum) before beginning any practicum experience in K-12 classrooms. There are four options:

WSU Experiential Liability Insurance Policy \$7.00 per year (effective date of payment + 365 days), form available from Academic Coordinator, fee payable at cashier's office. This is due prior to the first day of classes in the spring semester.

National Education Association policy with NEA membership \$22.50 per year (September 1 through August 31), journals, job opportunities/postings, membership rolls over from student status to professional membership, sign up online <https://www.nwpe.org/index.php/secure-nwpe-membership-application> with credit or debit card after July 1

Northwest Professional Educators (NWPE) Policy and Membership \$25 per year effective for a full calendar year, remains in effect after student teaching and when under contract or as a substitute teacher, journals, classroom resources, legal counsel, preferential ratings on grants and scholarships, sign up online <https://ims.nea.org/HowToJoin/stateStudent.do?mbrType=STUDENT&sea=wa> with credit or debit card any time

Personal coverage Check with your insurance provider for available options.

Washington State University subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.