

To: Fall 2010 ECED Interns

From: Dr. Donna Harkins

Date: November 22, 2010

Re: Information about the UWG *Teaching Fellows Program*

The Teaching Fellows Program is an intense and rigorous induction program for first-year teachers who hold a Georgia T-4 Early Childhood Education teaching certificate. Research confirms that the first year is the most crucial year because it lays the foundation for teaching success. In fact, the first year experience greatly influences whether a teacher chooses to remain, or not remain, in the profession. Schools often assign mentors to support new teachers, but time constraints limit the amount of assistance actually provided. The Teaching Fellows Program uniquely creates a way to undergird the first-year teacher with timely and frequent mentor support. At the same time, the Fellow strengthens his/her professional knowledge and skills by completing a tuition-free master's degree program in Early Childhood Education.

Why become a Teaching Fellow?

- You will be mentored by a master teacher who spends the equivalent of one-half of every working day interacting with you and one other Fellow in your school.
- You will earn a Master's Degree in Early Childhood Education, tuition-free, in one year (four semesters; summer, fall, spring, summer).
- You will enhance your ability to engage in reflective practice as you apply your graduate studies directly to your everyday classroom work.
- You will be enrolled as a full-time University of West Georgia graduate student
- You will work collaboratively with another Fellow on your campus and with all Fellows in your cohort group. These academic relationships will increase professional collaboration that will strengthen your success as a teacher and personal satisfaction with the teaching profession.

How does the program work financially for Fellows?

- Tuition for the Master's Degree in Early Childhood Education is paid for by the program.
- You will earn a stipend for the year, paid in equal installments over 10 months, beginning in August. (Note: You will earn the stipend instead of a first year teacher's salary).
- You will move to the Master's Degree pay scale after completing your Fellows Program, beginning your second year of teaching at the master's level.

What courses do Fellows take?

Twelve courses (36 credit hours) comprise the M.Ed. in Early Childhood Education. Building on the foundation of your undergraduate experience, the master's program will strengthen your understanding of how to translate theories of learning and educating young children into your daily work. Attention will be given to developmentally appropriate practice within each of the core subject areas, with an emphasis on promoting children's literacy development. You will learn to read and analyze educational research such that you can choose appropriate strategies for strengthening teaching and learning within your own classroom. Reflective practice, thinking deeply about your role as an educator and how you craft your professional work, will be a common thread woven throughout your graduate program.

How do I Apply?

Requests for applications should be made to Dr. Donna Harkins and will be due back no later than 5:00 p.m. on Friday, February 18, 2011. Applicants selected for interviews will be contacted and will take place in early March. Teaching assignments will be made in April. Questions are welcomed and should be directed to Dr. Donna Harkins in the Department of Early Learning and Childhood Education.

Contact Information:

Dr. Donna M. Harkins
Department of Early Learning and Childhood Education
678-839-6066
dharkins@westga.edu

Teaching Fellows Program Instructions for Completing the Application Process

What are the initial criteria for acceptance into the Teaching Fellows Program?

1. Bachelor's degree in Early Childhood or Elementary Education.
2. T4 Early Childhood teaching certificate or will be recommended for certification by June 1, 2010.
3. Undergraduate GPA of at least 2.7
4. The GRE **OR** Miller Analogies Test. A minimum score of at least 400 on the verbal portion; minimum score of at least 400 on the analytical OR quantitative portion of the GRE, whichever is higher. A required scaled score of 396-401 (percentile rank of 46-54) for the Miller Analogies Test taken after October 2004.
5. Passing scores on the GACE Early Childhood Education content test.

How does one become a Teaching Fellow?

1. Notify Dr. Donna Harkins, at 678-839-6066, or via email at dharkins@westga.edu to declare your intent to submit a Teaching Fellows Program application.
2. Apply and be admitted to the UWG Graduate School (admission process described below).
3. Apply and be admitted to the Teaching Fellows Program. The applications for the Graduate School and Teaching Fellows Program are different applications; however, you should complete both at the same time.
4. Interview with partner school principal(s) and be accepted for placement in the partner school by the principal.

UWG Graduate School Admission Process:

Applicants may apply online by going to the Graduate School's web page at www.westga.edu/~gradsch, clicking on "How to Apply" and then clicking on "Online Application." and following instructions to complete the process.

PLEASE NOTE: If you earned a 3.5 GPA or higher as an undergraduate in the UWG Early Childhood Education program, the following admission requirements will be waived: submission of UWG transcripts, and successful completion of the Graduate Record Examination (GRE) or the Miller's Analogy Test (MAT).

Information about the Graduate Record Examination (GRE) may be obtained from the Graduate Office or through links found on the Graduate School's web page at www.westga.edu/~gradschh. Online testing is available at several Metro-Atlanta sites with official results available in 2-3 weeks. Expect to pay a test fee.

The Miller Analogies Test can be taken at UWG by contacting the Testing Office at (678-839-6435). Expect to pay a test fee. For more information regarding the test go to www.milleranalogies.com.

Teaching Fellows Program Application Process:

1. Submit the application with the required additional documents (four bulleted statements below) to:
Dr. Donna M. Harkins
Department of Early Learning and Childhood Education
University of West Georgia
Carrollton, GA 30118

Documents to be submitted with Teaching Fellows application:

- Unofficial university transcript(s)
 - Educational philosophy statement (typed, 600-800 words)
 - Copies of Block 3 or Block 4 evaluations from your university supervising professor and supervising (cooperating) teacher
 - Two samples of work from your Teacher Education courses that provide evidence of your knowledge and understanding of the teaching/learning process
2. Submit recommendation forms from your Block III or Block IV field placement for each of the following: a supervising cooperating teacher, university supervisor, and university professor. An additional recommendation form may be submitted from a site administrator. Recommendation forms should be completed by the persons writing the recommendations; they should **NOT** be included in the application

package assembled by the applicant. You must provide a stamped self-addressed envelope to those who are asked to complete the recommendation forms for them to mail directly to Dr. Harkins.

3. Interview with Teaching Fellows Program personnel.
4. Interview(s) with partner school principal(s) and accepted for school placement by the partner school principal and school system human resource director.

Personal Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Maiden Name: _____ Social Security No: _____

Email Address: _____

Current Address:

Street Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Permanent Address:

Street Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Alternate Contact Information: Please indicate a person who always will know your address (do not list spouse).

Full Name: _____ Telephone: _____

Personal Checklist:

Will you be available to take summer classes? You must enroll in Maymester classes 2011 and Summer Session classes of 2011 and 2012.

- 2011 Maymester (approximately mid-May to early June, 2011)
- 2011 Summer Session (mid-June to late July, 2011)
- 2012 Summer Session (mid-June to late July, 2012)

Yes No

Will you graduate with your bachelor's degree by May 2011?

Yes No

Will you be recommended for certification (T4 Early Childhood Education) by June 1, 2011?

Yes No

Please select the endorsement you would like to include in your masters program.

Reading ESOL (English Speakers of Other Languages)

Have you ever resigned or been discharged for committing a felony, for committing a misdemeanor involving moral turpitude (excluding minor traffic offenses), for committing a breach of the Code of Ethics, for a violation of state education laws, or are you currently under investigation or otherwise have any such charges pending against you?

Yes No

Have you pled guilty, been found guilty, entered a plea of *nolo contendere*, been granted first offender treatment without adjudication of guilt, or been placed under a court order whereby an adjudication or sentence was otherwise withheld for any felony or for any misdemeanor offense involving moral turpitude (excluding minor traffic offenses), or is any such charge currently pending against you?

Yes No

Have you ever surrendered a professional certificate/credential/license/permit or had one denied, revoked or suspended, or is any investigation or adverse action now pending against you?

Yes No

Education (Begin with your most recent experience):

Name of Institution: _____

City and State: _____

Enrollment Dates (Inclusive): _____

Degree and Major: _____

Name of Institution: _____

City and State: _____

Enrollment Dates (Inclusive): _____

Degree and Major: _____

Name of Institution: _____

City and State: _____

Enrollment Dates (Inclusive): _____

Degree and Major: _____

Overall University Grade Point Average (GPA): _____

Internship (Student Teaching):

District: _____

School: _____

Grade Level(s)/Area(s): _____

School Telephone: _____

Supervising/Cooperating Teacher: _____

Dates of Student Teaching Experience: _____

Field Experiences:

District: _____

School: _____

Grade Level/Area: _____

District: _____

School: _____

Grade Level/Area: _____

District: _____

School: _____

Grade Level/Area: _____

District: _____

School: _____

Grade Level/Area: _____

Employment (beginning with most recent):

Position/Title: _____

Name of Employer: _____

City: _____ State: _____

Dates: _____

Position/Title: _____

Name of Employer: _____

City: _____ State: _____

Dates: _____

Position/Title: _____

Name of Employer: _____

City: _____ State: _____

Dates: _____

Beliefs and Experiences:

Describe or list any work or life experiences that will make you an asset to the Teaching Fellows Program (e.g., tutoring, camp counselor, related teaching experiences, innovative life or work experience, honors, distinctions, membership in professional organizations, scholarship, volunteer work, and so forth).

Include the following documents with your application. Your application package is not complete until you have assembled all of the following documents:

1. Unofficial university transcript.
2. Educational Philosophy Statement (typed document limited to 600-800 words). Describe your beliefs about teaching and learning. Discuss how your beliefs will shape your classroom community.
3. Evaluations from your Block 3 university supervising professor and supervising (cooperating) teacher.

4. Two samples of your work from Teacher Education courses that provide evidence of your knowledge and understanding of the teaching/learning process. Examples might include a unit (sequence of lesson plans), letter written to parents, case study, classroom management plan, and so forth.

NOTE: The application package also requires three forms of recommendation: (a supervising cooperating teacher, university supervisor, and university professor). Recommendation forms should be completed by the persons writing the recommendations; they should NOT be included in the application package assembled by the applicant. You must provide a stamped self addressed envelope to those who are asked to complete the recommendation forms for them to mail directly to Dr. John M. Ponder, University of West Georgia, Department of Curriculum and Instruction, Carrollton, GA 30118. If you have questions, call Ms. June Barry or Ms. Barbara Lewis, Staff Assistants at 678-839-6559 or via email at jbarry@westga.edu or blewis@westga.edu.

Acceptance into the Teaching Fellows Program is dependent upon admission to the UWG Graduate School. The applicant must interview with the Teaching Fellows Program personnel and be admitted to the Teaching Fellows Program. The admitted Teaching Fellow must also interview with the partner school principal and school system human resource director and be accepted for placement by the school system and principal.

I affirm that to the best of my knowledge, all information I have provided in this application is true and correct.

Signature: _____ Date: _____





Teaching Fellows Program

Return this confidential form to:
Dr. Donna M. Harkins
Dept. of Early Learning and Childhood Education
University of West Georgia
Carrollton, GA 30118

_____ has applied for acceptance into the Teaching Fellows Program. Your frank evaluation of the character and performance of this applicant will aid us greatly in the selection of the candidates for this program. This information will be used in a professional manner and kept confidential.

	Superior	Above Average	Average	Below Average	Not Applicable	Unobserved
INSTRUCTIONAL SKILLS: Plans and implements effective lessons. Demonstrates content knowledge. Uses a variety of instructional strategies. Provides learning environment relevant to the age and intended learning. Differentiates instruction to meet the needs of diverse learners.						
RAPPORT WITH STUDENTS: Develops a positive impact on learning for all students, including students from diverse groups. Establishes a climate of fairness and respect. Motivates students.						
CLASSROOM MANAGEMENT: Provides a positive and safe learning environment. Establishes routines and procedures to support student learning. Appropriately sets and maintains expectations for student behavior. Effectively uses instructional time.						
COMMUNICATION: Demonstrates effective oral and written communication. Maintains positive relationships.						
FLEXIBILITY: Works well and collaborates with others. Learns new concepts or ways of doing things. Willingness to accept guidance and direction.						
PROFESSIONALISM: Fulfills responsibilities and assignments promptly and accurately. Demonstrates a professional attitude and demeanor. Dresses appropriately. Respects proper authority. Regular and punctual in attendance. Exhibits leadership qualities.						
PERSONAL MATURITY: Demonstrates the following traits: dependability, responsibility, integrity, empathy for others, ability to cope with life situations, and emotional stability.						
OVERALL EVALUATION						

1. In what relationship have you known the applicant and for how long?
2. Would you employ this person as a teacher? (Circle One) Yes Maybe No
If your answer is maybe or no, please elaborate:
3. What are the applicant's strong attributes?
4. Would the applicant willingly accept guidance and direction from a mentor teacher on a regular basis?
5. Should we contact you for additional information? Yes No

PLEASE PROVIDE SUPPLEMENTAL COMMENTS ON BACK, IF NEEDED

Signature _____

Position _____

Print Name _____

Name of School _____

Date _____

Telephone Number _____



Teaching Fellows Program

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OVERALL EVALUATION						

6. In what relationship have you known the applicant and for how long?
7. Would you employ this person as a teacher? (Circle One) Yes Maybe No
 If your answer is maybe or no, please elaborate:
8. What are the applicant's strong attributes?
9. Would the applicant willingly accept guidance and direction from a mentor teacher on a regular basis?
10. Should we contact you for additional information? Yes No

PLEASE PROVIDE SUPPLEMENTAL COMMENTS ON BACK, IF NEEDED

Signature _____
 Print Name _____
 Date _____

Position _____
 Name of School _____
 Telephone Number _____



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OVERALL EVALUATION						

11. In what relationship have you known the applicant and for how long?
12. Would you employ this person as a teacher? (Circle One) Yes Maybe No
 If your answer is maybe or no, please elaborate:
13. What are the applicant's strong attributes?
14. Would the applicant willingly accept guidance and direction from a mentor teacher on a regular basis?
15. Should we contact you for additional information? Yes No

PLEASE PROVIDE SUPPLEMENTAL COMMENTS ON BACK, IF NEEDED

Signature _____

Position _____

Print Name _____

Name of School _____

Date _____

Telephone Number _____



MASTER OF EDUCATION (MED)

The College of Education is reorganizing and departmental names and locations will be changed during the 2010-2011 academic year. Please see The College of Education website for updates.

Proof of the following should be submitted to the Graduate School at least 20 days prior to the beginning of the semester you plan to enroll:

FALL SEMESTER 2010	CLASSES BEGIN AUGUST 12, 2010
SPRING SEMESTER 2011	CLASSES BEGIN JANUARY 5, 2011
SUMMER SEMESTER 2011	CLASSES BEGIN MAY 16, 2011 (SESSION I), JUNE 6, 2011 (SESSIONS II & III), & JULY 1, 2011 (SESSION IV)

- ✓ Completed [application](#) for admission
- ✓ Non-refundable \$30.00 application fee (one time only)
- ✓ One official transcript from each college or university attended
- ✓ 2.7 cumulative GPA for **Art Education (DEACTIVATED)**, Business Education, Early Childhood Education, **French (DEACTIVATED)**, Middle Grades Education, Reading Education, Secondary Education, **Spanish (DEACTIVATED)**, and Special Education majors
- ✓ An acceptable admissions test score (over)
- ✓ Three strong [letters of recommendation](#)
- ✓ Photocopy of your highest teaching/educator certificate (if you hold one)
- ✓ Satisfactory [Certificate of Immunization](#) – (New Students Only)
- ✓ [Academic Honor Form](#)

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions), directly to the Graduate School, University of West Georgia, Carrollton, Georgia 30118-4160. Please allow 7-10 business days to process your application. CHECK YOUR APPLICATION STATUS online by clicking on [HOW TO APPLY](#) (Item #9).

If you are seeking a masters degree in Business Education and do not have a T-4 certificate in any area, you will need to submit a satisfactory PRAXIS I or GACE Basic Skills Test score or proof of exemption to the Office of Field Experiences in the College of Education before you are eligible to be admitted to the teacher education program. [Applicants seeking a master's degree in Special Education must submit this information directly to the Graduate School at the time of application.](#) For more information about Initial and Add-On Certification programs, please contact the College of Education at 678-839-6570 or see coe.westga.edu/.

* **DEACTIVATED** – The Departments of Leadership & Applied Instruction (MED in French Teacher Education and MED in Spanish Teacher Education) and Art (MED in Art Education) are not accepting applications at this time. For more information, please contact the department.

IMPORTANT PHONE NUMBERS

Department of Art – Art Education	678-839-6521	www.westga.edu/~artdept/
Dept of Marketing & Real Estate – Business Education	678-839-5041	www.westga.edu/~mgmtbus/bused/bused-main.htm
Dept of Contemporary Teaching & Early Learning - Early Childhood Education	678-839-6559	coe.westga.edu/ci/
Department of Leadership & Applied Instruction - French Education - Middle Grades Education - Secondary Education - Spanish Education - Health & Physical Education	678-839-6557	coe.westga.edu/ci/ coe.westga.edu/per/
Dept of Transformative Support & Intervention - Reading Education - Special Education	678-839-6567	coe.westga.edu/ci coe.westga.edu/sedslp/
Graduate School	678-839-6419	678-839-5949 (FAX) gradsch@westga.edu
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	www.westga.edu/finaid/
Registrar	678-839-6438	www.westga.edu/registrar/

The Graduate School's web site (www.westga.edu/~gradsch/) has links to all graduate programs.

THE IMPORTANCE OF ADMISSIONS TEST SCORES FOR MED DEGREE PROGRAMS

REGULAR ADMISSION

- 2.7 cumulative GPA for Art Education, Business Education, Early Childhood Education, French, Middle Grades Education, Reading, Secondary Education, Spanish and Special Education majors
- An official GRE test score of at least 800 (minimum 400 Verbal score and minimum 400 Quantitative or Analytical score - whichever score is higher of the two sections on tests taken before October 2002. Tests taken after October 2002 require verbal, quantitative, and minimum GRE analytical writing test score of 3.5.) Please visit the Graduate School's web site for more information. OR
- A Miller Analogies Test (MAT) score of at least 44 may also be accepted (scores received PRIOR to June 1996 only. Out-of-state test scores from October 1990 – August 1991 will not be accepted.) The old MAT will not be accepted for admission in Early Childhood Education or Reading Education. The Graduate School will accept scores for the New MAT taken after October 1, 2004. Regular admission requires a New MAT scaled score of 396-401 (percentile rank of 46-54). See page 3 for more information.
- PRAXIS Test or GACE scores will not be accepted for admission, but are required for certification.

These criteria represent minimal admission standards. Specific graduate programs may establish higher standards if they so choose. Therefore, meeting the minimal grade point average and test score requirements are no guarantee for admission.

PROVISIONAL ADMISSION

Applicants applying to a masters degree program in the arts and sciences or education with less than the required GPA and GRE scores may be considered for provisional admission. They must submit official GRE test scores and must also have a grade point average of at least 2.2. In no event may the grade point average be less than 2.2. Programs may have higher grade point average and/or test score requirements. Applicants may also be admitted provisionally for reasons other than, or in addition to, grade point average and GRE test scores. **Meeting departmental test score and grade point average requirements is no guarantee of admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School.** These criteria do not apply to applicants to Education Specialists or doctoral programs.

Provisional admission status cannot be changed to "Regular" until the student has completed at least 9 hours of graduate course work in the field of study with grades of B or better; or until the student has completed other requirements set forth by the department in which admission is being sought.

IMPORTANT NOTICE

Please understand that no more than 9 semester hours taken as a post-baccalaureate or non-degree status may subsequently be applied toward a master's degree program. Therefore, individuals attempting to gain admittance to a master's degree program should make every effort to take the GRE as soon as possible.

ADMISSION REQUIREMENTS FOR PROSPECTIVE STUDENTS SEEKING ADMISSION TO THE COLLEGE OF EDUCATION AND GRADUATE SCHOOL

For admission into the College of Education and Graduate School, a prospective student must meet minimal GPA and GRE test score requirements in addition to meeting other specified criteria. The Graduate School calculates the GPA on all undergraduate course work attempted. If this GPA does not meet the department minimum GPA, the Graduate School recalculates the GPA on the basis of the last 60 hours (or its equivalent) of undergraduate and/or graduate course work completed. All courses taken during the term in which the 60th credit hour is completed shall be included in the calculation.

No prospective student may be admitted to the Graduate School to take any course without the approval of the appropriate department in the College of Education. This means that every prospective student must be recommended for admission into a degree or non-degree program before being admitted to the Graduate School. Each department must approve every student for regular or provisional admission into a program of study before any graduate courses in the College of Education may be taken. Any student admitted provisionally must receive specific requirements from the department which, when successfully completed, will result in "Regular" admission into the degree program. Any applicant denied admission can appeal such a decision. However, no prospective student will be considered for appeal with less than a 2.5 GPA on the last 60 hours of course work attempted.

* For information about Graduate Record Examination (GRE) testing sites and registration dates, please call 1-800-GRE-CALL; or visit online at www.gre.org/gentest.html; for the new MAT, see www.milleranalogies.com.



Graduate School Policies with Regard to the Acceptance of Miller Analogies Test Scores

The Graduate School of the University of West Georgia will accept scores from the Miller Analogies Test (MAT) pursuant to the following policies (**PLEASE DO NOT CONFUSE THE MAT WITH THE GMAT. MAT SCORES ARE NOT ACCEPTED FOR ADMISSION INTO GRADUATE PROGRAMS IN BUSINESS ADMINISTRATION AND PROFESSIONAL ACCOUNTING**):

- Scores from tests taken **prior to** June 1996 **EXCEPT** for out-of-state scores from the MAT taken from October 1990 - August 1991. Scores from tests taken between October 1990 and August 1991 are not acceptable for graduate admission at UWG.
- The Graduate School will accept scores from the MAT taken after October 2004.

The MAT is being accepted for admission into the following programs:

<u>GRADUATE PROGRAM</u>	<u>MASTERS</u>	<u>SPECIALIST</u>
Art Education (P-12)	PROGRAM DEACTIVATED	N/A
Business Education	YES	PROGRAM DEACTIVATED
Early Childhood Education (P-5)	YES	YES
Educational Leadership	PROGRAM DEACTIVATED	NO
French (P-12)	PROGRAM DEACTIVATED	N/A
Professional Counseling	NO	N/A
Media	YES	YES
Middle Grades Education (4-8)	YES	PROGRAM DEACTIVATED
Physical Education	PROGRAM DEACTIVATED	PROGRAM DEACTIVATED
Reading Education	YES	N/A
Secondary Education - English	YES	PROGRAM DEACTIVATED
Secondary Education - Mathematics	YES	PROGRAM DEACTIVATED
Secondary Education - Science	YES	PROGRAM DEACTIVATED
Secondary Education - Social Science	YES	PROGRAM DEACTIVATED
Special Education (EDS)	N/A	YES
Special Education – General or Adapted Curriculum	YES	N/A
Spanish (P-12)	PROGRAM DEACTIVATED	N/A
Speech-Language Pathology	NO	N/A
Music Education	YES	N/A
Music Performance	YES	N/A
Master of Science in Nursing	YES	N/A

The University/Institution Code for the University of West Georgia for the MAT is 2376.

The doctoral (Ed.D.) programs in School Improvement and Professional Counseling & Supervision and the Psy.D. in Individual, Organizational, & Community Transformation will not accept the MAT. Only the GRE will be accepted for admission.

GRADUATE SCHOOL MINIMUM SCORES

	<u>Scaled Score</u>	<u>Percentile Rank</u>
Masters Degree	396-401	46-54
Specialist Degrees	400-405	53-60

*Please note that programs may require higher standards than Graduate School minimums. At this time none of the programs have indicated an increase in standards. All have accepted Graduate School minimums.