



M E M O R A N D U M
EARLY CHILDHOOD, ELEMENTARY, SECONDARY, & SPECIAL EDUCATION

TO: Applicants to the Teacher Education Program

FROM: Teacher Education Program Directors
Dr. Violet Henderson – Clinical Director of Early Childhood Education
Dr. Leanna Lucero – Clinical Director of Elementary Education
Dr. Yvonne Moreno – Clinical Director of Special Education
Dr. Tracey Gorham Blanco – Clinical Director of Secondary Education

SUBJECT: **GRADUATE** Competitive Admission to the Teacher Education Program

We value your interest in the Teacher Education Program (TEP) at New Mexico State University. All students who wish to complete a teaching degree must be admitted to the TEP. The College of Health, Education, and Social Transformation (HEST) has instituted a competitive TEP admission process that continues to ensure quality students become prepared teacher candidates. It is required that you submit a professional electronic portfolio as your application to the Teacher Education Program, which will be reviewed by the College of HEST TEP faculty.

Education is a rewarding and challenging profession, and the faculty and staff of the college are eager to help you meet your goals. A *professional TEP portfolio* is a necessary standard to be considered for admission to the TEP but do not ensure admission to the TEP. **A student who, in the professional judgment of the committee, does not meet the criteria for acceptance into the Teacher Education Program will be denied admission.** Therefore, the applicant is encouraged to achieve the highest possible cumulative GPA, develop a strong student portfolio, exemplify the dispositions necessary for the teaching field, and conduct a successful interview as outlined in the this packet.

Please read these information sheets carefully. It is important that you follow the TEP portfolio instructions described on the following pages. Fully complete your portfolio and submit to the Teacher Education Program by the appropriate deadline. Portfolios that are incomplete or received past the due date will need to be resubmitted the following semester

GRADUATE TEP GUIDELINES

Minimum Criteria In Order To Submit A Tep Portfolio:

1. The student must establish a cumulative GPA of 3.0 or higher at NMSU.
2. Students may submit their electronic portfolio during the semester in which they are enrolled in the last of the prerequisites. The student must earn a “B-” or better in the following TEP prerequisites:

<u>EARLY CHILDHOOD</u>	<u>ELEMENTARY ED</u>	<u>SECONDARY ED</u>	<u>SPECIAL ED</u>
EDUC 5120	SPED 5105	SPED 5105	SPED 5105
EDUC 5140	EDUC 5110	EDUC 5110	SPED 5230
	EDUC 5120	EDUC 5120	

3. The student must complete a Program of Study for Master’s Students form. Make an appointment with the Program Director to review, sign, and date. The student must retain a copy for the TEP online portfolio. The student then submits the original signed form to the TPAL administrative office for processing. The form can be found using the following link: https://gradschool.nmsu.edu/Current%20Students/masters_program_of_study.pdf
4. The student will prepare a formal resume and letter of intent. The letter of intent must be in business letter format. For assistance in preparing the resume or letter of intent, please review *Teacher Resume Examples* that are available online. To have your resume and/or letter of intent reviewed prior to submission, visit the Center for Academic Advising (<https://advising.nmsu.edu/career.html>) or the NMSU Writing Center (<https://writingcenter.nmsu.edu/for-students.html>)

TEP ADMISSION PROCEDURE

1. Given that you have met the criteria detailed above, upload your completed portfolio to the Teacher Education Program portal found on the NMSU TEP Website (<https://tpal.nmsu.edu/admissions/tep-admission.html>)

Submissions must be received no later than noon (MST) on:

- **3rd Friday in September for the Fall,**
- **3rd Friday in February for the Spring,**
- **3rd Friday in July for the Summer**

Confirm exact date by contacting the Teacher Education Program office at the beginning of each semester (646-2669).

2. The Teacher Education Program Committee will review online portfolios that are received according to the due date listed above. The online TEP portfolio will be evaluated, and an email notification will be sent to your NMSU email address if you qualify to move forward to the TEP interview phase of your application.
3. The TEP faculty will conduct Teacher Candidate interviews during week 9 of the regular semester. Notification of interview times will be sent via NMSU email. A portion of the interview will be based on the Dispositions Assessment completed by your EDUC 515 (new course numbering EDUC 5120) instructor. If taking this course during the same semester you are submitting your TEP application, it is the student's responsibility to have the dispositions assessment completed prior to the scheduled interview.
 - **A comprehensive review of a student's dispositions will include the course instructor's evaluation, dispositions exemplified during the interview, and during all pre-TEP courses.**
4. Based on the student's ability to achieve the highest possible cumulative GPA, develop a strong student portfolio, exemplify the dispositions necessary for the teaching field, and conduct a successful interview as outlined in the this packet, students will receive a *conditional* letter to be able to register for TEP courses during registration and will receive an invitation to the NMSU Teacher Candidate Induction Ceremony into the TEP.
5. After final verification of the successful completion of all TEP pre-requisites (listed above), student will be fully admitted into TEP.
6. If a student is not successful with one or more of the admission criteria, the TEP Directors will notify the student in writing via NMSU email.
 - **If a student does not meet the criteria for entrance into TEP, they will only have 1 additional semester to apply. If a student does not meet the criteria after two TEP submissions, they will not be invited to reapply.**

NOTICE: If you are accepted into TEP but do not start your TEP Block Methods Courses within one year, or if you take a semester off from your courses after being admitted into TEP, then you will be required

NOTE: Graduate students cannot continue in designated Teacher Education Program METHODS courses until they have been admitted to the TEP. You must be admitted to TEP to be able to register for the following:

- Early Childhood TEP Designated Courses: ECED 5510, ECED 5420, ECED 5110, ECED 5520, ECED 5410, ECED 5220, ECED 5810*, SPED 5810* (*Student Teaching Courses also require STEP admittance)
- Elementary TEP Designated Courses: READ 5310, READ 5320, EDUC 5310, EDUC 5320, EDUC 5330, EDUC 5811*, EDUC 5810* (*Student Teaching Courses also require STEP admittance)
- Special Education TEP Designated Courses: SPED 5811, SPED 5810* (*Student Teaching Courses also required STEP admittance)
- Secondary TEP Designated Courses: EDUC 54xx, READ 5330, EDUC 5811*, EDUC 5810* (*Student Teaching Courses also require STEP admittance)
- K-12 Physical Education TEP Designated Courses: SPMD 4130, EDUC 5811*, EDUC 5810* (*Student Teaching Courses also require STEP admittance)

OUTLINE FOR PORTFOLIO

The following list outlines the material that must be included in the online TEP portfolio. It is the student's responsibility to collect and submit **all** TEP portfolio materials at one time. All materials must be submitted electronically prior to the deadline.

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.** ◀

PERSONAL INFORMATION

NAME _____

NMSU EMAIL ADDRESS _____

AGGIE ID # _____ PHONE NUMBER _____

RESUME

- **File Upload**
- Include education background,
- professional skills,
- teaching related activities,
- campus activities,
- and community/volunteer work

LETTER OF INTENT

- **File Upload**
- Why do you want to be a teacher?
- Describe your beliefs about teaching and learning
- No less than two and no more than four pages (2-4 pgs)

ACADEMIC INFORMATION

_____ Undergraduate

_____ Graduate

Program Area:

_____ Early Childhood – Master's Plus Licensure

_____ Elementary – Master's Plus Licensure

_____ SPED – Master's Plus Licensure

_____ Secondary – Master's Plus Licensure (Area: _____)

GPA: _____

TRANSCRIPTS

- **File Upload**
- Copy of original **graduate** academic transcripts from NMSU **and each previous institution attended showing courses, original grades, and GPA.** Unofficial transcripts from registrar's office only. Do **NOT** print or save screens from my.nmsu website.

PROGRAM OF STUDY

- **File Upload**

RECOMMENDATIONS

Contact Information for 4 recommenders – At least 2 must be faculty members within the College of HEST. The remaining can be faculty from a different college, employer, community member, etc. Once you have provided the contact information for a recommender, a confidential electronic recommendation form will be sent directly to that individual to complete and submit.

College of HEST Recommender

NAME _____
 (LAST) (FIRST) (MIDDLE)
EMAIL ADDRESS _____ **POSITION** _____

College of HEST Recommender

NAME _____
 (LAST) (FIRST) (MIDDLE)
EMAIL ADDRESS _____ **POSITION** _____

Recommender

NAME _____
 (LAST) (FIRST) (MIDDLE)
EMAIL ADDRESS _____ **POSITION** _____

Recommender

NAME _____
 (LAST) (FIRST) (MIDDLE)
EMAIL ADDRESS _____ **POSITION** _____



CONFIDENTIAL
FACULTY RECOMMENDATION FOR ADMISSION INTO
THE TEACHER EDUCATION PROGRAM
College of HEST
NEW MEXICO STATE
UNIVERSITY

NAME OF CANDIDATE _____ **AggieID** _____

MAJOR _____ **TEACHING FIELD** _____

Evaluator: Please supply a rating which most closely represents your evaluation of each disposition. If you have had insufficient opportunity to observe a particular trait, please mark n/a.

Please submit this recommendation form within three days.

1 UNACCEPTABLE/ INEFFECTIVE	2 MINIMALLY EFFECTIVE	3 EFFECTIVE	4 HIGHLY EFFECTIVE
Student fails to demonstrate the competency and/or the application of the competency.	Student performs the competency but has several areas for improvement within its designation.	Student performs the competency consistently and without significant error.	Student performs the competency accurately, consistently and efficiently.

- Exhibits a positive disposition and works effectively with all colleagues and students _____
- Seeks advice and resources _____
- Demonstrates an ability to accept and utilize feedback _____
- Exhibits effective communication skills in appropriate standard written and spoken English _____
- Demonstrates appropriate and relevant knowledge in all content areas _____
- Demonstrates the ability to think reflectively, critically and creatively _____
- Demonstrates the ability to integrate various forms of technology as a tool for learning and communicating _____
- Demonstrates awareness of multicultural content & pedagogy in meeting students' needs _____
- Demonstrates the skills and sensitivity to work with diverse learners (ex: cultural, racial, gender and language diversity) _____
- Exhibits attributes to become a quality educator _____

Name of Evaluator (print) _____ **Position** _____

Length of Time You Have Known Candidate ___ **Department** _____

THIS FORM IS SUBMITTED ELECTRONICALLY USING THE SECURE LINK SENT BY THE TEACHER EDUCATION PROGRAM – paper copies of recommendations are no longer accepted

COLLEGE OF HEST- NEW MEXICO STATE UNIVERSITY

RECOMMENDATION
EMPLOYER/VOLUNTEER/SCHOOLS/ORGANIZATIONS

STUDENT NAME _____

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.

Please indicate appropriate response using the following scale:

Highly Effective = 4 Effective = 3 Minimally Effective = 2 Ineffective = 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

Name of Evaluator: _____ Position: _____

Length of time you have known the student: _____

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STUDENT PORTFOLIO EVALUATION RUBRIC

To be completed by TEP Directors

Student Name: _____ Aggie ID #: _____

Student must pass all three components of TEP application process to be admitted into the NMSU Teacher Education Program

Use the following ratings: (4) Highly Effective (3) Effective (2) Minimally Effective (1) Ineffective

Part 1 – Online Portfolio					
Resume	4	3	2	1	_____
Letter of Intent	4	3	2	1	_____
Recommendations (average)	4	3	2	1	_____
Total for Online Portfolio (at least 9 points required) _____					

Part 2 – Teacher Candidate Interview					
Interviewer #1	4	3	2	1	_____
Interviewer #2	4	3	2	1	_____
Interviewer #3	4	3	2	1	_____
Total for Interview (at least 9 points required) _____					

Part 3 – Comprehensive Review of Candidate Dispositions		
EDUC 5120 Dispositions Assessment:	Satisfactory _____	Unsatisfactory _____
Other Dispositions Received:		
Date:	Notes:	

FOR PROGRAM COORDINATORS TO COMPLETE AT END OF SEMESTER:

Grade Verification: _____ Pass TEP Pre-Requisites
 _____ Did not pass TEP Pre-Requisites

GPA Verification: _____