



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. Stacey Duncan – Interim 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 portfolio* is a necessary standard to be considered for admission to the TEP but does 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 posted deadline. Portfolios that are incomplete or received past the due date will need to be resubmitted the following semester.

GRADUATE TEP GUIDELINES

Minimum Requirements To Submit A TEP Portfolio:

1. **GPA** - The student must establish a cumulative GPA of 3.0 or higher at NMSU.
2. **Credits** - 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. **Degree Check** - The student must submit an up-to-date STAR Degree Audit to verify course prerequisites and degree progress. STAR Degree Audits can be found at <https://nmsu.uachieve.com/selfservice/general/home.html>
4. **Application Documents: Resume** - The student will prepare a formal resume. For assistance in preparing the resume, 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 for Career Advising (<https://advising.nmsu.edu/career.html>) or the NMSU Writing Center (<https://writingcenter.nmsu.edu/for-students.html>)
*The use of AI may be permitted to aid in Resume formatting, but the content of the TEP Resume must be created by and authentic to the TEP applicant.
5. **Application Documents: Letter of Intent** - The student will prepare a formal letter of intent. The letter of intent must be in business letter format. For assistance in preparing letter of intent, please review *Business Letter Format or Templates* that are available online. To have your resume and/or letter of intent reviewed prior to submission, visit the Center for Academic Advising for Career Advising (<https://advising.nmsu.edu/career.html>) or the NMSU Writing Center (<https://writingcenter.nmsu.edu/for-students.html>)
*The use of AI for the TEP Letter of Intent is strictly prohibited. The Letter of Intent should be a reflection over personal beliefs and experience that cannot be replicated by AI.
6. **Application Documents: Disposition Self-Assessment** – The student will complete a Dispositions Self-Assessment and upload a copy of the PDF that is provided after the online Dispositions form is completed. The Dispositions Self-Assessment includes scoring for each disposition as well as reflective narrative over the categories, and where strengths and areas for improvement can be identified. The Dispositions Self-Assessment can be found at the following link:
<https://survey.nmsu.edu/surveys/?s=YLA83DYPWRPDEEPW>
*The use of AI for the Dispositions Self-Assessment is strictly prohibited. The Dispositions Self-Assessment should be a reflection over personal attitudes, beliefs, characteristics and experiences that cannot be replicated by AI.
7. **Contact Information for 2 College of HEST Faculty for Dispositions Assessment** – The student will provide the contact information (name and email) for 2 College of HEST faculty members who can complete a Dispositions Assessment on the student’s behalf. Both faculty members must be within the College of HEST. K-12 Music Education can submit faculty contact information for 1 Music Faculty and 1 HEST faculty. Once you have provided the contact information for a recommender, a confidential electronic

Dispositions form will be sent directly to that individual to complete and submit. Be sure your recommender is aware you are using them as a reference.

8. Recommendation Letters – The TEP applicant must obtain 2 letters of recommendation from individuals who can write on behalf of your potential for teaching. The recommenders can be College of HEST faculty, faculty from a different college, an employer, a community member, a previous cooperating teacher, etc. The TEP applicant will collect and upload 2 letters of recommendation as a part of the TEP packet.

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)

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,**
- **Summer submission is no longer available**

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 - 10 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 Self-Assessment as well as your Letter of Intent, but we ask that you do not read your documents during the interview.
 - **A comprehensive review of a student's dispositions will include the student self-assessment as well as faculty evaluation of dispositions for the TEP application, 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 into the TEP.
5. After final verification of the successful completion of all TEP pre-requisites (listed above), student will be fully admitted into the TEP if they meet the criteria.
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 the 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 the TEP, then you will be required to reapply.

OUTLINE FOR ONLINE 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: Keep copies of the whole portfolio 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**
- Business Letter Format addressing the following (be sure to discuss all components of the question):
 - Tell us a little bit about yourself and why you want to be a teacher?
 - Describe your beliefs about teaching and learning related to the following topics:
 - Inclusive teaching practices
 - Emergent bilingual students
 - Culturally responsive teaching practices
 - Include 1-2 specific teaching goals
- No less than two and no more than four pages (2-4 pgs)

ACADEMIC INFORMATION

____ Undergraduate

____ Graduate

Program Area:

____ Early Childhood

____ Elementary – Bilingual/TESOL

____ SPED/Elementary

____ Secondary (Content Area: _____)

____ SPED/Secondary (Content Area: _____)

____ K-12 PE

____ K-12 Music Education

GPA: _____

TRANSCRIPTS

- **File Upload**
- Copy of original undergraduate 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.

DEGREE CHECK

- **File Upload**
- Students are required to get a Degree Check with Dr. Margo Trevino Torres in the College of HEST Educational Support and Resource Center in O'Donnell Hall #121. This must be done before uploading your TEP Application Portfolio.

DISPOSITIONS ASSESSMENT

Dispositions Self-Assessment – Each TEP Candidate will complete a Dispositions Self-Assessment as a reflective practice.

- **File Upload**
- Complete online Dispositions Self-Assessment including narrative reflection for each category
- PDF will be emailed to student after submission
- Upload PDF of Dispositions Self-Assessment for TEP application

Contact Information for 2 faculty who can complete a Dispositions Assessment on your behalf – Both faculty members must be within the College of HEST. K-12 Music Education can submit faculty contact information for 1 Music Faculty and 1 HEST faculty. Once you have provided the contact information for a recommender, a confidential electronic Dispositions form will be sent directly to that individual to complete and submit.

College of HEST Faculty #1 NAME _____
 EMAIL ADDRESS _____ POSITION _____

College of HEST Faculty #2 NAME _____
 EMAIL ADDRESS _____ POSITION _____

RECOMMENDATION LETTERS

The TEP applicant must obtain 2 letters of recommendation from individuals who can write on behalf of your potential for teaching. The recommenders can be College of HEST faculty, faculty from a different college, an employer, a community member, a previous cooperating teacher, etc. The TEP applicant will collect and upload 2 letters of recommendation as a part of the TEP packet.

- **File Upload** – Recommendation Letter #1
- **File Upload** – Recommendation Letter #2

Digital Signature and Confirmation:

I HAVE READ THE ADMISSION INFORMATION AND UNDERSTAND THE PROCEDURES FOR APPLYING TO THE TEACHER EDUCATION PROGRAM AT NEW MEXICO STATE UNIVERSITY.

STUDENT PORTFOLIO EVALUATION RUBRIC SAMPLE

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) Innovating (3) Applying (2) Developing (1) Not Demonstrating

Part 1 – Online Portfolio					
Resume	4	3	2	1	_____
Letter of Intent	4	3	2	1	_____
Dispositions (average)*	4	3	2	1	_____
Recommendation Letters	Satisfactory _____			Unsatisfactory _____	
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) _____					

*Comprehensive Review of Candidate Dispositions					
Student Dispositions Self-Assessment:	Satisfactory _____			Unsatisfactory _____	
College of HEST Faculty Dispositions Assessment #1:	4	3	2	1	_____
College of HEST Faculty Dispositions Assessment #2:	4	3	2	1	_____

FOR PROGRAM COORDINATORS TO COMPLETE AT END OF SEMESTER:

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

Final GPA Verification: _____