



MEMORANDUM

EARLY CHILDHOOD, ELEMENTARY, SECONDARY, SPECIAL EDUCATION, & K-12 PHYSICAL EDUCATION, K-12 MUSIC EDUCATION

TO: Applicants to the Teacher Education Program

FROM: Dr. Lynn Bagwell – 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: UNDERGRADUATE 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.

UNDERGRADUATE TEP GUIDELINES

Undergraduate students cannot continue in designated Teacher Education Program courses numbered 300 or above until they have been admitted to the TEP. These 300-level courses include courses labeled EDUC, READ, BLED, ECED, and SPED. The only exceptions are EDLT 3110, EDUC 3120, EDUC 3997 (for secondary education majors only) and SPED 3105 which are prerequisites for entrance to the program.

Minimum Academic Criteria In Order To Submit A Tep Portfolio:

1. The student must establish a cumulative GPA of 2.75 or higher at NMSU.
2. The student must earn a “C-” or better in the following TEP prerequisites:

<u>Early Childhood</u>	<u>Elementary</u>	<u>Secondary</u>	<u>Special Education</u>	
			<u>SPED/Elementary</u>	<u>SPED/Secondary</u>
ENGL 1110G	ENGL 1110G	ENGL 1110G	ENGL 1110G	ENGL 1110G
ENGL 2221G or 2130G	ENGL 2221G/2130G or Literature	ENGL 2221G/2130G or Literature	ENGL 2221G/2130G or Literature	ENGL 2221G/2130G or Literature
MATH 1134	MATH 1134	MATH 1220G or MATH 1250G	MATH 1134	MATH 1220G or MATH 1250G
MATH 2134G	MATH 2134G	SPED 3105	MATH 2134G	SPED 3105
SPED 3105	CEPY 2110	EDUC 3120	SPED 3105	EDLT 2110/3110
EDUC 3120	SPED 3105	EDLT 2110/3110	EDLT 2110/3110	EDUC 1185
EDLT 2110/3110	EDUC 3120	EDUC 1185	BLED 1110	
ECED 1110	EDLT 2110/3110	EDUC 3997	BLED 2110	
ECED 1115	BLED 1110			
ECED 1120	BLED 2110			
ECED 1125				
ECED 1130				
ECED 2120				
ECED 2121				
ECED 2115				

<u>K-12 Physical Education</u>	<u>K-12 Music Education</u>
ENGL 1110G	ENGL Level 1
ENGL 2221G/2130G or Literature	ENGL Level 2
MATH 1220G or MATH 1250G	MUSC 1310 (3-4 credits)
SPMD 2210+L	MUSC 1410
EDUC 1995	MUSC 1440
CEPY 2110	<u>Ear Training</u>
SPED 3105	<u>Music Theory</u>
EDUC 3120	CEPY 2110
EDLT 2110/3110	SPED 3105 (on 3 rd year)

The student can apply to TEP during or after their 2nd semester of sophomore year. Students may submit their electronic portfolio during the semester in which they are enrolled in the last of the prerequisites. Students need to have completed at least 60 credits to start TEP coursework.

3. The student must get a current degree check with a current date and signature from Dr. Margo Trevino-Torres in the College of HEST Educational Support & Resource Center office in O'Donnell Hall #121
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 315 (new course numbering EDUC 3120) 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 to reapply.

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**
- Business Letter Format addressing the following:
 - 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

_____ 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 Undergraduate Resource Center and Teacher Education Advising in O'Donnell Hall #121. This must be done before uploading your TEP Application Portfolio.

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 _____

Digital Confirmation:

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



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 3120 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: _____