

**Yuma Branch Campus**

**Teacher Education Program  
Application Check List**

Applications to the Teacher Education Program are accepted during one of the following application periods: February 1-28 and September 1-30. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Please complete all required forms thoroughly and accurately. Questions regarding the application should be directed to the Academic Advising Center, Academic Complex room 213, (928) 317-6432, or your academic advisor.

Return the application to the Academic Advising Center in Academic Complex, Room 213, or mail to: NAU Yuma Branch Campus, Attn: Teacher Education Program, P. O. Box 6236, Yuma, AZ 85366.

**A COMPLETE APPLICATION PACKET INCLUDES:**

- ♦ **A completed Application Form**
- ♦ **A completed Admission Check Sheet**
- ♦ **A signed Statement of Understanding**
- ♦ **A signed Privacy Form**
- ♦ **A copy of transfer transcripts**  
If you have coursework from a college other than NAU, include those transcripts with this application.
- ♦ **An original essay titled, “Why I want to be a Teacher”.**  
This essay must be word processed or typed, double-spaced and 500 words in length. The essay will be reviewed for organization, correct grammar, and spelling.
- ♦ **A copy of your Fingerprint Clearance card**  
The fingerprint clearance packet is available in the Academic Advising Center. A copy of the front and back of your card must be submitted with this application.
- ♦ **A completed Recommendation Form**  
The enclosed Recommendation Form must be used. The Recommendation Form may be submitted separately, but must be received before your application can be processed.
- ♦ **A completed Curriculum Check Sheet**
- ♦ **Oral Interview/Writing Sample**  
All Teacher Education Program applicants will be expected to take part in an oral interview and on-the-spot writing sample at their initial meeting with the Student Success Coordinator.

**FOR OFFICE USE ONLY**

- APPLICATION
- ADMISSION CHECK SHEET
- STMT OF UNDRSTNDG
- PRIVACY FORM
- TRANSCRIPTS
- ESSAY
- FINGERPRINT CARD
- RECOMMENDATION
- CURRICULUM CHECK SHEET
- ORAL INTERVIEW/WRITING SAMPLE
- \_\_\_\_\_

\_\_\_\_\_ I confirm that I have received a copy of the Admission Requirements and Procedures for the Teacher Education Program and understand that program admission is offered at the discretion of the Yuma Education Department and is contingent upon satisfactory academic progress. **(Please initial after reading)**

\_\_\_\_\_ I confirm that the information provided in this application is true and correct to the best of my knowledge and that the documents submitted in support of the application are accurate and have not been altered in any way. **(Please initial after reading)**

\_\_\_\_\_  
Applicant’s Name-Please Print

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NAU Yuma Branch Campus Advisor

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date

**Teacher Education Program  
APPLICATION FORM**

LAST NAME	FIRST NAME		MIDDLE NAME	
ID #	NAU E-MAIL ADDRESS			
CURRENT MAILING ADDRESS	CITY	STATE	ZIP	PHONE#
LIST ALL COLLEGES AND UNIVERSITIES PREVIOUSLY ATTENDED:				
INSTITUTION	LOCATION: CITY & STATE		DATES ATTENDED	DEGREE
MAKE ONE SELECTION FROM ALL CATEGORIES THAT APPLY				
CONCENTRATION (B.S.Ed. Elementary or Early Childhood Minor ONLY)				
<input type="checkbox"/> Mathematics <input type="checkbox"/> History/Social Studies <input type="checkbox"/> Humanities <input type="checkbox"/> Language/Cultural Diversity	<input type="checkbox"/> Science <input type="checkbox"/> Early Childhood Minor (Endorsement) <input type="checkbox"/> Other: _____			
CAMPUS OF ATTENDANCE (all applicants)				
<input type="checkbox"/> Yuma Branch Campus	<input type="checkbox"/> Other: _____			
PROGRAM OPTIONS				
<input type="checkbox"/> Traditional: Yuma Program  <input type="checkbox"/> Non-Traditional (Internship)				

Teacher Education Program  
**ADMISSION REQUIREMENTS  
AND PROCEDURES**

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**Elementary Education Admission Requirements**

1. Forty-five (45) semester hours of course work completed at the time of application to include:
  - a. ENG 101 & 102 or equivalent (ENG 105 @ NAU) with a minimum cumulative GPA of 3.0
  - b. MAT 130 or equivalent (MAT 150 @ NAU) with a minimum grade of C
  - c. MAT 135 or equivalent (MAT 155 @ NAU) with a minimum grade of C
  - d. Two (2) lab science courses with a minimum grade of C in each course
  - e. EDU 110 or equivalent (EDF 200 @ NAU) with a minimum grade of C
  - f. One of the following GPA requirements: 1) cumulative 2.5 GPA in liberal studies courses, OR 2) cumulative 2.5 GPA in all courses.
2. A completed Recommendation Form (included with application) by someone who has directly observed your work with children or adolescents within the age group of pre-school through high school. The work experience may be either voluntary or paid but must have occurred in a structured setting for a minimum of fifteen hours. Acceptable recommendations may come from individuals who have observed your work as a camp counselor, swimming instructor, religious education instructor, volunteer in a classroom or another similar setting. Home child-care (baby-sitting, nanny) or peer-tutoring cannot be used for the recommendation. Family and personal friends are not considered professional references. Professors cannot be used as references unless they have directly observed your work with children or young adolescents
4. Admission to Northern Arizona University-Yuma.
5. A copy of IVP fingerprint clearance card.
6. Attendance at a program orientation or attendance at an Elementary Education Seminar.
7. Completion of oral interview with Student Success Coordinator
8. Recommend National Evaluation Series (NES) Subtest I & II.

**Admission Procedures**

- Applications to the Teacher Education Program are only accepted September 1 – 31 and February 1 – 28.
- Incomplete applications will be returned to the student with no action taken.
- Students will be notified by mail regarding their admission status prior to open enrollment.

**Yuma Branch Campus**
**Teacher Education Program  
 ADMISSION CHECK SHEET  
 Elementary Education**

The information provided will be used to determine your eligibility for admission to the Teacher Education Program. The form must be completed accurately and fully. Completion of requirements will be verified using your transcripts.

**NAME:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

<b>TO BE COMPLETED BY THE STUDENT</b>				
<b>COURSE PREFIX &amp; NUMBER</b>	<b>SEMESTER OR TERM</b>	<b>INSTITUTION OF COMPLETION</b>	<b>UNITS EARNED</b>	<b>GRADE EARNED</b>
<b>ENG 105 or equivalents with a minimum grade of 3.0 (B)</b>				
<b>MAT 150 &amp; 155 or approved equivalents with minimum grades of C</b>				
<b>Two lab science courses with a minimum grades of C</b>				
<b>EDF 200 or approved equivalent with a minimum grade of C</b>				

<b>FOR OFFICE USE ONLY</b>			
<b>TERM CMLPTD</b>	<b>TERM IN PROG</b>	<b>TERM PLAN'D</b>	<b>STATUS</b>
<b>English 105</b>			
<b>MAT 150 and 155</b>			
<b>Lab Science</b>			
<b>EDF 200</b>			
<b>Other Criteria</b>			
<b>CRITERIA</b>		<b>YES/NO</b>	<b>STATUS</b>
45 hours			
2.5 GPA-LS or cum			
Admitted to NAU			
Fingerprint card			
Recommendation			
Teacher Ed Orient			
Oral Interview/Writing Sample			
<b>ADMISSION DECISION</b>			
<b>STATUS</b>	<b>TERM</b>	<b>DATE</b>	<b>INITIAL</b>

**Yuma Branch Campus**

**Teacher Education Program  
Statement of Understanding**

*This document is to assist you in understanding your responsibilities as a student in the Teacher Education Program at Northern Arizona University. You must read and initial each of the following statements.*

**PROGRAM REQUIREMENTS**

\_\_\_\_\_ I understand that it is my responsibility to meet regularly with my advisor and to be aware of my program requirements at all times.

**STUDENT TEACHING PLACEMENT REQUIREMENTS**

\_\_\_\_\_ I understand that I must submit an application for student teaching one year in advance. The application period for Fall student teachers is September 21<sup>st</sup> –October 12<sup>th</sup>. The application period for spring student teachers is March 21<sup>st</sup> –April 12<sup>th</sup>.

\_\_\_\_\_ I understand I must be fully admitted to the Teacher Education Program.

\_\_\_\_\_ I understand I must have a cumulative grade point average (GPA) of 2.50 in all professional education courses, with no grade lower than a "C", before a student teaching placement will be made. I must also have an NAU cumulative grade point average (GPA) of at least 2.50. It is my responsibility to check with my advisor to verify the minimum GPA and grades required for my professional education courses.

\_\_\_\_\_ I understand I must complete all concentration courses, with no grade lower than a "C." (Elementary and Early Childhood Education students ONLY)

\_\_\_\_\_ I understand I must complete all education courses and all departmental requirements prior to student teaching.

\_\_\_\_\_ I understand I must be approved for student teaching by faculty and/or faculty representatives of my major.

\_\_\_\_\_ I understand I cannot request a waiver or reduction of student teaching time.

\_\_\_\_\_ I understand I cannot be financially compensated for student teaching.

\_\_\_\_\_ I understand that as a prospective student teacher I must demonstrate social and emotional maturity consistent with professional standards of classroom instruction as well as physical health for teaching. If a serious question is raised through university classes, personal conduct, or contact in the schools, the Department of Education reserves the right to request an individual diagnostic evaluation (medical or psychological) prior to or during student teaching. If an evaluation is required, I understand that I will be responsible for all related expenses.

\_\_\_\_\_ I understand that I must pass the Proficiency Assessments at the appropriate level in mathematics, science, social science, reading, and language arts before I will be placed for student teaching.

\_\_\_\_\_ I understand that if I request a middle school student teaching placement, I must pass the NES middle school content exam for the area requested prior to student teaching.

\_\_\_\_\_ Student Teaching Intern Certificate: I understand that to pursue a Student Teaching Intern Certificate, I must first submit a *Special Placement Request: Authorization for Recommendation* to the Teacher Education and Field Experience Coordinator by October 1<sup>st</sup> for Spring and May 1<sup>st</sup> for Fall.

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**I confirm I have read, understood, and checked each of the items listed above and that it is my responsibility to retain a copy of this document for my records. I am aware if I do not check each item above my application to the Teacher Education Program will not be accepted.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Yuma Branch Campus**

**Teacher Education Program  
PRIVACY FORM**

The Family Educational Rights and Privacy Act of 1974 and the Arizona Revised Statute 15-141 define your rights to privacy and the confidentiality of your records. Briefly, you have access to all academic reports and files, including testing results and teacher or counselor ratings and observations. This information cannot be released to school districts or to cooperating teachers without your written permission.

The Department of Education-Student Field Experience Office cannot obtain a fieldwork and/or student teaching placement for you until we have your permission to release specific information to the school. We will release the following information:

- your name
- your address and phone
- information about your major/minor, your preferences for placement, and your academic preparation for the placement

We will not release information about gender, age, or ethnic background. If the district requires additional information, or if Student Services must disclose additional information to complete a placement, you will be asked to approve the release of that information.

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**I have read the information above, understand my rights to educational privacy, and understand that by signing below I am waiving these rights only to the extent necessary for a fieldwork/student teaching assignment to be arranged.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INVITATION TO SELF-IDENTIFY**

*Northern Arizona University invites all applicants to provide the information requested below. This information will be used in fulfilling the University's federal and state statistical reporting requirements. This information is voluntary and refusal to provide it will not subject you to any adverse treatment nor is it used in the Teacher Education Program admission process. The information obtained will be treated in a highly confidential manner.*

<b>Name as it appears on Social Security Card:</b>	_____
<b>Social Security Number:</b>	_____
<b>Gender:</b>	<input type="checkbox"/> female <input type="checkbox"/> male
<b>Date of Birth:</b> month/day/year	____/____/____
<b>Race/Ethnic Background:</b>	<input type="checkbox"/> American Indian/Alaskan Native (Tribal Affiliation: _____) <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African American/Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Caucasian (not of Hispanic origin) <input type="checkbox"/> Other: _____

**Yuma Branch Campus**

**Teacher Education Program  
Recommendation Form**

Student's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student's Major: \_\_\_\_\_

**To the Student:** Provide this recommendation form to someone who has **directly observed** your work with children or adolescents within the age group of pre-school through high school. The work experience may be either voluntary or paid but must have occurred in a structured setting for a **minimum** of 15 hours. Recommendations may come from individuals who have observed your work as a camp counselor, swimming instructor, religious education teacher, volunteer in a classroom, or another similar setting.

Home child-care (baby-sitting, nanny) or working students who are your peers **cannot** be used for the recommendation. Family and personal friends are **not** considered professional references. Professors **cannot** be used as references unless they have directly observed your work with children or young adults.

**Before providing this form to your endorser, complete this section.**

Federal laws effective November 1974, gave students and former students the right to inspect their educational records. The Buckley Amendment in January 1975 gave students the right to waive access to their letters of recommendation when it was argued that many employers place more trust in confidential letters. The reverse of this principle is that some individuals who write letters of recommendation may feel more comfortable in expressing themselves if such letters are treated confidentially.

If you believe it might be to your advantage to waive your rights to read this letter of recommendation, so indicate below. If you waive your rights to the letter, our professional staff will continue to give you information about the contents of your admissions file at your request but will not show you the letters or identify the individuals making specific comments.

\_\_\_\_\_ I waive my rights.

\_\_\_\_\_ I do not waive my rights.

**Student's Signature:** \_\_\_\_\_

**To the Endorser:** The student identified above is applying for admission to the Teacher Education Program at Northern Arizona University Yuma Branch Campus. Your appraisal of this student will help to determine whether acceptance of this individual would be beneficial to the individual and to teacher education.

**Please mail the completed recommendation form to NAU Yuma Branch Campus, Attn: Teacher Education Program, P O Box 6236, Yuma, AZ 85366 or FAX to (928) 317-6419 during application time periods of February 1-28 or September 1-31. Contact the Academic Advising Center at (928) 317-6432 if you have questions. Thank you for assisting in the Teacher Education admissions process.**

1. Did the applicant work in an instructional setting for a minimum of 15 hours? YES NO

2. Did you directly observe this applicant? YES NO

3. With what age group did the applicant work? \_\_\_\_\_

4. Please rank the student using the following scale: 0=not observed, 1=lacking, 2=moderate, 3=above average, 4=exceptional

Maturity	0	1	2	3	4	Communication skills	0	1	2	3	4
Dependability/Responsibility	0	1	2	3	4	Ability to work cooperatively	0	1	2	3	4
Initiative	0	1	2	3	4	Interaction with children/adolescents	0	1	2	3	4
Judgment	0	1	2	3	4	Self-confidence	0	1	2	3	4

5. Do you recommend this student for the Teacher Education Program? YES NO

6. Briefly describe the educational setting:

Endorser's Name (please print): \_\_\_\_\_

Endorsers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_