



UNIVERSITY OF
MARY WASHINGTON
COLLEGE OF EDUCATION

The College of Education Application Station

Software Requirements Document

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1. Introduction

1.1 Purpose

This document details the requirements for a new web app that will host several University of Mary Washington College of Education application forms. The information from this document will provide the implementation team with the requirements that meet the needs of Dr. Venitta McCall, the client.

1.2 Document Conventions

For this document, the terms **system**, **software**, and **web app** are used interchangeably and are used to describe the project as a whole. Any requirement that contains the word **must** indicates that it is a critical part of the system that is necessary to meet the system's basic goals. Any requirement that contains the word **should** is a requirement that is of lower priority, and would be preferable to have, but is not immediately critical. **University** may be used by itself to refer to the University of Mary Washington, and the **College of Education** is likewise used to refer specifically to the branch at the University of Mary Washington.

1.3 Intended Audience and Reading Suggestions

This document is primarily intended to be viewed by three parties:

- Dr. Karen Anewalt (CPSC 430 Professor / Project Manager)
- Dr. Venitta McCall (College of Education / Client)
- The CPSC 430 design team that will be assigned to this project to complete the design phase

1.4 Product Scope

This software is intended to be used by students in the Education program at the University of Mary Washington to fill out three different applications. It will also be used by the faculty of the College of Education to download data from the web app's database. Ultimately, the primary goal is to create a paperless version of the three application forms that standardizes data entry and makes entry and organization of the data easier for both students and faculty.

1.5 References

- This document is a modified version of the IEEE Software Requirements Specification template.
- Paper versions of the following forms can be found at the end of the document:

- Initial Licensure Internship Application
- Application for Undergraduate Admission to the 5-Year Pathway Initial Licensure Programs and EDUC 203/204
- Application for Admission/Continuation Into the Graduate Program of the University of Mary Washington, College of Education
- The visual appearance and general inspiration for the software is heavily based on the College of Education's Practicum Organizer, which can be found at the following address: <http://104.236.34.204/>

2. Overall Description

2.1 Product Perspective

Submitting an application to the College of Education is currently completed on paper and in person. The software will replace the current paper copy submission process by hosting the applications online. This web app will allow students to conveniently complete and submit forms electronically, as well as allow administrators to view and download data from each application into a format usable in Microsoft Excel or other spreadsheet software.

2.2 Product Functions

The software will be a web application that will allow students to electronically fill out three different forms, and store the data from each form in a database:

- Initial Licensure Internship Application
- Application for Undergraduate Admission to the 5-Year Pathway Initial Licensure Programs and EDUC 203/204
- Application for Admission/Continuation Into the Graduate Program of the University of Mary Washington, College of Education

The software will allow administrators to:

- Select which application's data they would like to view.
- Filter out the data they do not need.
- Download the specific data into a CSV file viewable in Microsoft Excel or other spreadsheet software.

2.3 User Classes and Characteristics

The software is intended to be used by two user classes. The **Student** user class is a student of the University of Mary Washington's Education program, who wishes to submit information for any or all of the three forms provided by the software. The **Admin/Faculty** user class can

access and download the data from a student's form to use for their own organization and planning.

2.4 Operating Environment

The software will be deployed as a web-based application, able to run seamlessly on any modern web browser. The site is expected to display cleanly on web browsers on desktops, and those that run on mobile phones.

2.5 Design and Implementation Constraints

The expected deadline for this project is May 1st, 2017, granting approximately three months for the development of the software. The software is also limited by security considerations; certain sensitive information (further detailed in the Security Requirements section of the document) is required by the College of Education to be encrypted in the database, inaccessible to all but a few faculty members.

2.6 User Documentation

A project similar to the one described in this document was created for Dr. McCall during the University's Fall 2016 semester. Said project involved the development of an online version of the College of Education's Practicum application form, and can be found here: <http://104.236.34.204/>

Dr. McCall has stated that the above web app, the Practicum Organizer, meets her requirements for a clean, simple interface, and for the standardization of form input. She requested that the software for the remaining three forms closely resemble the Practicum Organizer.

2.7 Assumptions and Dependencies

The project assumes that the format of each application and the data required to complete them will not change for the duration of the project's development.

3. External Interface Requirements

3.1 User Interfaces

The software must present a graphical user interface that displays cleanly on both a desktop and mobile browser. This means that the interface is scalable for different screen sizes and

resolutions, and automatically resizes itself when the window size is changed. This will be accomplished by using a Bootstrap HTML template or an equivalent that performs the same functions.

3.2 Hardware Interfaces

The software will be able to be accessed by a standard consumer-model personal computer, as well as by any mobile device, provided that they have an internet connection. No special constraints or requirements should be necessary for the software to function on either machine.

3.3 Software Interfaces

The software will need two primary software components. First, as the software is a web-based application, it will need to be hosted on a server controlled by the client or the University of Mary Washington. Second, the software will need to contain a database to store the information given by student users.

4. System Requirements

The following section is a list of requirements necessary for the functionality of the system. Each requirement starts with the requirement number and the requirement title. The next line is the requirement statement. A description of the requirement is located directly underneath the statement. All requirements are from the client unless stated otherwise.

4.1 Application Availability

The web app must host all three applications.

- Initial Licensure Internship Application
- Application for Undergraduate Admission to the 5-Year Pathway Initial Licensure Programs and EDUC 203/204
- Application for Admission/Continuation Into the Graduate Program of the University of Mary Washington, College of Education

A student looking to apply to any of these three programs must be able to find the applications on the web app. The different applications should be one of the first things the student sees when they access the web app.

4.2 Application Selection

The web app must allow students to select the application they need to fill out.

When the student accesses the web app, they will see all of the applications available. To view the form fields specific to the application of choice, the student will click on the title of the the application. The web app will then provide the student with the necessary form fields.

4.3 Application Input Standards

The web app must provide a standardized format for all input fields.

Below are the application-specific examples that need to adhere to this requirement.

- Fall 2017 Initial Licensure Internship Application
 - In the section labeled **Endorsement Area**:

Endorsement Area *

- Elementary Education pK-6
- English
- ESL
- Foreign Language- French
- Foreign Language- German
- Foreign Language- Latin
- Foreign Language- Spanish
- History & Social Sciences
- Mathematics
- Music Education pK-12: Instrumental
- Music Education pK-12: Vocal/ Choral
- Science- Biology
- Science- Chemistry
- Science- Earth Science
- Science- Physics
- Special Education K-12: General Curriculum
- Special Education K-12: Adapted Curriculum
- Theatre Arts pK-12
- Visual Art pK-12
- CHECK HERE IF YOU ARE IN THE MIDDLE GRADE ENDORSEMENT PROGRAM

- Before a student is able to check the **Middle Grade Endorsement Program** box:

CHECK HERE IF YOU ARE IN THE MIDDLE GRADE ENDORSEMENT PROGRAM

- At least one of the following subjects must also be checked: **English, History & Social Sciences, Mathematics, Science – Biology, Science – Chemistry, Science – Earth Science, Science – Physics**

<input type="checkbox"/> English
<input type="checkbox"/> History & Social Sciences
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Music Education pK-12: Vocal/ Choral
<input type="checkbox"/> Science- Biology
<input type="checkbox"/> Science- Chemistry
<input type="checkbox"/> Science- Earth Science

- In the following sections:

Please list ALL of your practicum placements. Include School Division, School Name (add ES, MS, or HS).

Grade(s), and Subjects (if not elementary); for example, Stafford, Ferry Farm ES, K, reading OR Prince William, Gainesville MS, Civics, OR Spotsylvania, Riverbend HS, Algebra II and Geometry.

Please list all relationships with faculty, staff, or students in Virginia public schools (other than professional relationships made during practicum experiences). Please list each school in which you know faculty, staff, or students and the type of relationship with said individuals. *

- The developer should use drop down boxes similar to those of the Practicum Organizer to ensure that the input is consistent.
- Application For Undergraduate Admission To The 5-Year Pathway Initial Licensure Programs and EDUC 203/204
 - In the **5-Year Pathway you plan to pursue** section:

Please check below the 5-Year Pathway you plan to pursue.

M.Ed. Secondary Education
(Grades 6-12)

Choose one from list:

- Biology
- Chemistry
- Computer Science
- Earth Science
- English
- History and Social Sciences
- Mathematics
- Physics

M.Ed. Pre K-12 Education

Choose one from the list:

- Visual Arts
- Foreign Language

specify language

- Latin
- Music: Instrumental
- Music: Vocal/Choral

M.Ed. Special Education
(Grades K-12)

- General Curriculum
- Adapted Curriculum

M.S. Elementary Education
(Grades PreK-6)

- The student must check one and only one of the top-level options displayed in bold:

M.Ed. Secondary Education (Grades 6-12) M.Ed. Pre K-12 Education M.Ed. Special Education (Grades K-12) M.S. Elementary Education (Grades PreK-6)

- If the student selects **M.Ed. Secondary education (Grades 6-12), M.Ed. Pre K-12 Education, or M.Ed. Special Education (Grades K-12)**, then they must select one of the sub-options that corresponds to their choice:
- A student can only choose sub-options listed under their top-level option. For example, a student who chooses M.Ed. Secondary Education **cannot** choose Foreign Language as a sub-option.

M.Ed. Secondary Education (Grades 6-12)

Choose one from list:

- Biology
- Chemistry
- Computer Science
- Earth Science
- English
- History and Social Sciences
- Mathematics
- Physics

M.Ed. Pre K-12 Education

Choose one from list:

- Visual Arts
- Foreign Language

specify language

- Latin
- Music: Instrumental
- Music: Vocal/Choral

M.Ed. Special Education (Grades K-12)

- General Curriculum
- Adapted Curriculum

4.4 Essay Upload

The web app must allow students to upload a Word document or a PDF file.

The Application For Undergraduate Admission To The 5-Year Pathway Initial Licensure Programs and EDUC 203/204 has an essay section. The student must be able complete this task by uploading a document to the web app.

4.5 Application Submission

The web app must allow students to submit the application.

Once a student has filled in all of the necessary form fields of an application, the web app must provide them the ability to submit the application.

4.6 Data Storage

The web app must store application data in a database.

After the student has submitted an application, the web app must handle the data by storing it in a database.

4.7 Administrator Access

The web app must allow only administrators or users with permission from an administrator to access the data.

Only faculty working with processing these applications will be allowed to access the data in the database. Dr. McCall will be the primary user with privileged access and she can grant privileges to her own discretion.

4.8 Download Data

The software must allow faculty to download data from submitted applications.

The software must be able to export student application data from its database into a CSV file format. This CSV can then be downloaded by a faculty user for use in spreadsheet programs such as Microsoft Excel. This requirement is very important to the client. Excel is the primary data management tool used by the client and her aides.

4.9 End of Semester Data Archival

The system must export a record of the database at the end of each semester.

At the end of the school semester, the system must archive the application databases by exporting all data into CSV files and backing them up.

4.10 End of Semester Data Removal

The system must reset the database at the end of each semester.

At the end of the school semester, after archiving the application data, the system must purge all data from the database, to make the database clean for the next set of applicants..

5. Other Nonfunctional Requirements

5.1 Performance Requirements

The system is expected to receive an estimated fifteen to thirty submissions per semester and must be able to handle around three to four admins accessing the data.

The number of submissions vary from semester to semester. Fifteen to thirty is a rough estimate.

5.2 Security Requirements

Data must be encrypted in the database.

While all student application data will be stored on an online database, certain information must remain encrypted, and only viewable by faculty users. This includes a student's GPA, test scores, criminal history, and drug-use history.

5.3 University Rules

The software is under the jurisdiction of the University of Mary Washington. As such, there are constraints on access to University systems and on the budget. The software will not be able to use the University's Banner system for help in authenticating faculty administrators, or for any other purpose. The software also cannot make use of any paid services without going through approval of the University. The time necessary for such approval to be made, as well as the fact that approval for funds is highly unlikely, essentially eliminates the possibility of using paid services.

Appendix A: Contributions

The College of Education Application Station Software Requirements Document was prepared by Nate Nuval and Robert Jamal Washington. The workload was shared equally; every section was reviewed by both Jamal and Nate. The following is a detailed breakdown of the individual who was the lead for each section.

- Introduction
 - Purpose - *Nate Nuval*
 - Document Conventions - *R. Jamal Washington*
 - Intended Audience and Reading Suggestions - *Nate Nuval*
 - References - *R. Jamal Washington*
- Overall Description
 - Product Perspective - *Nate Nuval*
 - Product Functions - *Nate Nuval*
 - User Classes and Characteristics - *R. Jamal Washington*
 - Operating Environment - *R. Jamal Washington*
 - Design and Implementation Constraints - *R. Jamal Washington*
 - User Documentation - *Nate Nuval*
 - Assumptions and Dependencies - *R. Jamal Washington*
- External Interface Requirements - *R. Jamal Washington*
- System Requirements - *Nate Nuval*
- Other Nonfunctional Requirements - *R. Jamal Washington*

Appendix B: Applications

Below are copies of the three applications in order:

- Initial Licensure Internship Application - *2 pages*
- Application for Undergraduate Admission to the 5-Year Pathway Initial Licensure Programs and EDUC 203/204 - *5 pages*
- Application for Admission/Continuation Into the Graduate Program of the University of Mary Washington, College of Education - *2 pages*

Fall 2017 Initial Licensure Internship Application This form MUST be completed by January 27th at noon.

Post-Praxis

Last Name, First Name *

UMW Email Address *

(7) Endorsement Area *

- Elementary Education pK-6
- English
- ESL
- Foreign Language- French
- Foreign Language- German
- Foreign Language- Latin
- Foreign Language- Spanish
- History & Social Sciences
- Mathematics
- Music Education pK-12: Instrumental
- Music Education pK-12: Vocal/ Choral
- Science- Biology
- Science- Chemistry
- Science- Earth Science
- Science- Physics
- Special Education K-12: General Curriculum
- Special Education K-12: Adapted Curriculum
- Theatre Arts pK-12
- Visual Art pK-12
- CHECK HERE IF YOU ARE IN THE MIDDLE GRADE ENDORSEMENT PROGRAM

In order to begin your internship, you should already have taken and passed all of the following: Praxis Core (or equivalent SAT/ ACT/ VCLA), VCLA, RVE (elementary and SpEd only), and Praxis II. Should you need to retake any of these, you must do so NO LATER than May 15, 2017. Have you taken and passed all of the requirement assessments? *

- Yes
- No

Please list ALL of your practicum placements. Include School Division, School Name (add ES, MS, or HS),

Grade(s), and Subjects (if not elementary); for example, Stafford, Ferry Farm ES, K, reading OR Prince William, Gainesville MS, Civics, OR Spotsylvania, Riverbend HS, Algebra II and Geometry. *

Please list all relationships with faculty, staff, or students in Virginia public schools (other than professional relationships made during practicum experiences). Please list each school in which you know faculty, staff, or students and the type of relationship with said individuals. *

Submit



**APPLICATION FOR UNDERGRADUATE ADMISSION TO THE
5-Year Pathway Initial Licensure Programs and EDUC 203/204**

Applicant Name: _____

Banner ID: _____ E-mail: _____

Campus Box/Local Address: _____

Campus Phone Number: _____ (_____) _____

Permanent Address: _____

Permanent Phone Number: _____ (_____) _____

Please check below the 5-Year Pathway you plan to pursue.

M.Ed. Secondary Education

(Grades 6-12)

Choose one from list:

- Biology
- Chemistry
- Computer Science
- Earth Science
- English
- History and Social Sciences
- Mathematics
- Physics

M.Ed. Pre K-12 Education

Choose one from the list:

- Visual Arts
- Foreign Language
specify language
 - Latin
 - Music: Instrumental
 - Music: Vocal/Choral

M.Ed. Special Education

(Grades K-12)

- General Curriculum
- Adapted Curriculum

M.S. Elementary Education

(Grades PreK-6)

Please list your scores for the following test(s). Admission to the initial licensure program and EDUC 203/204 requires passing scores on Praxis Core (reading, writing, and mathematics) **or** the qualifying equivalent exam(s).

See Test Requirements for details and <http://education.umw.edu/student-resources/testing-requirements-2/>

Praxis Core*:	Reading _____	Writing _____	Mathematics _____
	Composite (Praxis I only)* _____		
	OR		
SAT:	Verbal _____	Mathematics _____	Total _____
	OR		
ACT:	Composite _____	Mathematics _____	English/Reading _____
	OR		
VCLA: plus Praxis Core or SAT or ACT Math	Writing _____	Reading _____	Total _____
	Math _____		

*Effective January 1, 2014, the Praxis Core Academic Skills for Educators Tests replaced the Praxis I Pre-professional Skills Tests as the assessments for entry into a Virginia approved teacher education program. Individuals who took the Praxis I assessments prior to December 31, 2013, are deemed to have taken the prescribed assessment referenced in Section 22.1 - 298.2 of the Code of Virginia.

Current UMW Status – please check the corresponding box

- | | | |
|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 1 st Semester |
| Freshman | Sophomore | Junior |
| <input type="checkbox"/> 2 nd Semester | <input type="checkbox"/> 2 nd Semester | <input type="checkbox"/> 2 nd Semester |
| Freshman | Sophomore | Junior |

TYPE OF STUDENT: BA BS BLS Undeclared

Undergraduate Major

Name of Academic Major Program: _____ Declared? Yes No

Name of Major Advisor: _____

Month/year of undergraduate graduation: _____

GPA: For admission and permission to take the first education course, EDUC 203/204, current UMW students must have attained a cumulative 2.5 GPA or better in at least 12 UMW credits. (Important – If you have not completed 12 credits at UMW, leave section blank. We will confirm your grades and GPA at the end of the semester).

Current UMW GPA _____ based on _____ credit hours

Group Information Session (Optional):

Students interested in seeking credentials to teach should contact the College of Education as early in their college career as possible and *are encouraged* to attend a group information session about the teacher education program. Group information sessions are offered throughout the academic year.

Have you attended a Group Information Session? Yes No

If Yes, please list the month/year attended _____

TRANSFER STUDENTS

Transfer students who have a 3.25 GPA, have submitted passing scores on Praxis Core or qualifying equivalent assessments, and attended a Group Information Session may apply to take EDUC 203/204 in their first semester at UMW.

Official Transcripts from all schools listed are required for licensure and will need to be obtained once admitted into the 5-Year Pathway Program..

College or University	Location-City/State	Dates of Attendance	Degree Earned / GPA	Name when enrolled
College or University	Location-City/State	Dates of Attendance	Degree Earned / GPA	Name when enrolled
College or University	Location-City/State	Dates of Attendance	Degree Earned / GPA	Name when enrolled

Have you ever applied to the College of Education? Yes No

If Yes, when? _____

Have you ever been convicted of a crime other than a traffic violation? Yes No
(If yes, attach a letter of explanation and a copy of the court proceedings)

Have you ever been convicted of a felony? Yes No
(If yes, attach a letter of explanation and a copy of the court proceedings)

Have you ever been convicted of a misdemeanor involving children or drugs? Yes No
(If yes, attach a letter of explanation and a copy of the court proceedings)

Have you ever been found guilty of a criminal offense in another country? Yes No
(If yes, attach a letter of explanation and a copy of the court proceedings)

OPTIONAL - Demographic Information

Gender: _____

Birth Date: _____

If you wish to be identified with a particular race or ethnic group, please select the one that best describes you:

- | | |
|----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> African American, Black | <input type="checkbox"/> Native American, Alaska Native |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White, Non-Hispanic |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Multi-racial |

LEADERSHIP AND INTERPERSONAL SKILLS

List offices held and experiences in extra-curricular and related experiences (work, social, high school, college, etc.)

PREVIOUS EXPERIENCES WITH YOUTH

List and describe experiences in which you have been involved in supervising, sponsoring, or teaching school-age children:

ESSAY

In essay form, please describe your motivational, academic, and personal qualifications that have influenced your decision to become a teacher. (This essay must be typed and will be reviewed for content, style, and effective expression.)

I followed the UMW Honor Code when creating this application.

Applicant's Initials _____

I certify that the information given in this application is correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

IMPORTANT: Please re-read this application and make sure that all blanks have been filled in. Incomplete forms will be returned and the processing of your application may be delayed.



Application Deadlines

Please refer to the COE website for Fall and Spring deadlines.
(Late applications will be accepted on a space available basis).

Transfer Student Application Deadlines

Please refer to the COE website for Fall and Spring deadlines.
(Late applications will be accepted on a space available basis).

Please turn your application in to Anna Perdue in Trinkle Hall, Room 213 by 5:00 p.m. of due date.

IMPORTANT: If you are accepted and admitted into EDUC 203/204, you will be sent a letter of acceptance by email before the start of classes. The email will include instructions for enrolling in the course. You must be accepted to enroll in an education course.

You will receive an email of your application status after grades have been turned in (December/May).

Application Requirements:

- Completed Application
- Passing Test Scores – official paper copies*
 - Praxis Core or the qualifying equivalent exam(s).
- Child Abuse Recognition and Intervention Training Certificate* Printout

*If you are using SAT or ACT scores to meet application requirements, do not submit these test scores. We will look them up in your academic records.

Updated 3/14/16

APPLICATION FOR ADMISSION/CONTINUATION INTO THE GRADUATE PROGRAM
University of Mary Washington, College of Education

Name: _____

Date: _____

Teaching Endorsement Sought:

- Elementary (PreK-6)
- SPED Adapted Curriculum (K-12)
- SPED General Curriculum (K-12): Area of Endorsement: _____
- Secondary (6-12): Area of Endorsement: _____
- PreK-12 (preK-12): Area of Endorsement: _____

To continue in education and be formally admitted into the Graduate Degree Program, students must do the following:

- (a) meet the criteria listed for program continuation,
- (b) successfully complete required undergraduate course work with an overall GPA of 2.5 or better and a GPA of 3.0 or better in required education courses,
- (c) receive a bachelor's degree from UMW,
- (d) achieve passing scores on **Praxis II, the Virginia Communication and Literacy Assessment (VCLA)**, and for those students in the Elementary program and Special Education: General Curriculum program, the **Reading for Virginia Educators (RVE)** assessment. (Please note, the College of Education must have copies of all required test scores.)

If you need to take an exam, please provided the exam name and scheduled test date
Exam: _____ Scheduled Test Date: _____

Month/year of undergraduate graduation _____

PLAN TO CONTINUE

I intend to continue into the graduate year and my Masters degree of study: Yes No

If no, please give reason:

- Financial
- Grades
- Study Abroad
- Moving out of Area
- Personal
- No longer interested in teaching
- Other: _____

Student Signature _____

Date _____

What we need to know:

Fall 2017 practicum/Spring 2018 Student Teaching grade preference:

Do you have what we sent to them last year (around mid July?) If you could prepare a draft for me to review. Thanks.

Elementary -

what grades have you had practicum experiences:

what grade level(s) do you prefer to be assigned for the full spring student teaching semester?

PK-12

what grades have you had practicum experiences:

what grade level do you prefer to be assigned for the full spring student teaching semester? (you must have one semester in an elementary school and it is your preference for the second placement to be in either a middle or high school)

Secondary

what grades and content areas have you had practicum experiences:

what grade level(s) do you prefer to be assigned for the full spring student teaching semester?