TEP Process and Procedures

Faculty Notes

* 1. Due dates for the following fall and spring terms will be determined by the Chair and entered into the catalog each summer.
  2. At the beginning of each term, students will receive an application survey to discern their intentions to apply to the TEP.
  3. *Why I want to Teach,* resume and names of faculty for recommendation surveys are due on date included in the catalog each term. The essay and resume are submitted in LiveText. Students submit to Lisa names of two faculty or staff to complete a recommendation form.
  4. The group interview will be scheduled to include 3-5 students and 2-5 faculty members and will take place approximately one to two weeks after written submissions are due. To be decided- how are we doing this for next semester
  5. Once a student has met all the requirements for admission and the TEC has voted to admit them, they will receive their letter of acceptance. This letter will have information about setting a time to meet with advisor to create their Professional Growth Plan (PGP). Students and advisors will have four weeks to finalize the PGP from the time that the student receives their admission letter. The PGP is only required once a student has been admitted. The advisor submits an approved PGP via LiveText in order to be uploaded into the student’s file. The student **may** optionally work on the PGP if they are not admitted to TEP but expect to be admitted in a later term.
  6. The PGP will be updated at admission to student teaching. Question-what about at end of Junior year also?
  7. If a student has not been admitted they will receive a denial letter that gives them guidance on options for going forward. If a student does not pass a portion of the TEP in one term they must reapply. They only have to resubmit and pass what they missed in the previous application process. The EDS program may offer multiple opportunities to apply in one term. All documents related will be uploaded to LiveText and to their public folder.

Staff Notes/duties:

* Lisa will produce a list of students the program expects to apply each semester share this list with faculty for confirmation, email students application survey to fill out, and follow up with documents and notice for students to contact their advisors for support.
* Jacob will set up LiveText assignments for *Why I want to Teach*, the resume and the interview rubric.
* Lisa will assign readers and enter them into LiveText with approval from Yoli.
* Lisa will submit requested recommendations and admission/denial letters to LiveText and then publish results back to students after they have been officially admitted or denied.
* Lisa will save all documents associated with the student’s application in their public folder.
* Advisors will work with students on their PGP and upload the finished document to LiveText

Questions/Comments/Clarifications:

* What is our understanding on how an application is assessed?
  + Criteria that students have to pass
    - *Why I Want to Teach-* a score of two or better on all rubric items
    - Resume-a score of two or better on all rubric items
    - GPA 2.75 overall or 3.00 in the last 30 credit hours
    - Praxis- passing score on each exam
    - A grade of C or better in EDS 150 and a grade of B- or better in EDS 227/228 or equivalent.
    - Essential Demonstrations- see policy, pending approval by department
  + Recommendation Survey?
  + Interview?

Things left to do:

* Althea said that she would look at the directions for *Why I Want to Teach* in order to make sure that they are clear.
* With assistance for TEC, look at Interview process and decide how to go forward.
* Music/PE equivalent to 227/228
* PGP completed
* Decide how review “teams” will work in spring