

## Admission to a Teacher Education Program in the School of Education

- A. An applicant should submit an application for admission to the educator preparation program during ED170, Education Internship, or ME251, Introduction to Music Education.
- B. Once the applicant has completed at least 24 semester hours (12 semester hours for transfer students), including one education course at Millikin University, the application will be considered using the following criteria:
- Ability to communicate in standard English (written and oral), demonstrated by achieving a "C" (or higher) grade in the essential skills course of IN150 and a "C" (or higher) grade in the essential skills course of IN151.
  - A minimum cumulative grade point average of 2.7 (A=4.0).
  - Successful completion of a 40-hour ED170 or ME251 internship or the documented equivalent of these courses.
  - Creation of ELIS account and submission of IEIN to Licensure & Student Teaching Coordinator.
  - Demonstrated successful professional, legal, and ethical conduct.
  - Successful completion of Embedded Signature Assessment (ESA): Context of Learning
    - ✓ By ED170 for traditional, transfer, and Flex candidates
    - ✓ By ME251 for all Music Education candidates.
- C. Admission to senior level methods courses (such as ED420 or ME 460) require candidates to be officially admitted to the School of Education (SOE).
- D. The Licensure and Student Teaching Coordinator shall review the application and student transcripts for minimum state qualifications of educators, including freedom from felony, drug or sex crime convictions.
- E. The following must provide positive recommendation for admission:
1. The Director of the School of Education
  2. The Student Life and Academic Development Office
  3. The appropriate departmental selection committee
  4. The Committee on Teacher Education Programs (CTEP)
- Major factors to be considered by the recommenders are:
- a. the above criteria
  - b. information in the candidate application, transcripts, advising file, and state test results

c. achievement in the courses relating to the teaching subject(s)

The official SOE admissions decision will be made by CTEP. Applicants will be notified individually by email as to their approval or denial into a teacher education program. Names of admitted candidates are published in the minutes of the CTEP. Any candidate denied admission to a teacher education program may file an appeal with the Director of the SOE within ten days of the notice of denial. Candidates may reapply for admission when the criteria are later met. If a student is denied admission based on admittance criteria, the academic advisor will guide the student through the change of major procedure.

Retention in the School of Education

Candidates admitted to a teacher education program within the SOE must continue to meet the above criteria for retention in that program. Checks of continuing eligibility are made for enrollment in most Junior and Senior level Education courses. Evaluations of additional clinical experiences are also scrutinized. One year before the student teaching semester, the candidate should complete an Application for Student Teaching. This application must be signed by the appropriate department chair, indicating likelihood of successful completion of the program and continuing recommendation.

Upon learning of a serious problem (academic, dispositional or legal) that makes the candidate fall below the standards for admission and retention in the SOE, the Director will notify the candidate (with copies to the advisor) of disenrollment from the SOE. In cases where it is unclear whether the candidate continues to meet the criteria for admission and retention, or upon appeal by the disenrolled student, the CTEP will reconsider the candidate's status in teacher education.

## Checkpoints

As candidates travel through the teacher education programs, a series of quality control checkpoints monitor the progress in their journeys. These checkpoints are designed to ensure candidates are moving toward excellence in teaching and learning.

### **Checkpoint 1: Admission to School of Education**

- ❑ Completion of 24 credits (12 for transfer students) with a 2.7/4.00 cumulative grade point average (GPA)
- ❑ Completion of IN150 & IN151(Critical Reading, Research and Writing I and II) with minimum grade of C
- ❑ Completion of Embedded Signature Assessment (ESA) : Context of Learning (ED170/ME251)
- ❑ Successful completion of internship hours (ED170 or ME251)
- ❑ Departmental recommendation
- ❑ Vote of the Committee on Teacher Education Programs

**NOTE:** *Candidates will not be allowed to register for 400-level Education/Music Education courses without being admitted to the School of Education.*

### **Checkpoint 2: Admission to Student Teaching**

- ❑ 2.7 cumulative GPA
- ❑ 2.7 Professional ED GPA
- ❑ 2.7 cumulative GPA in major field coursework
- ❑ Admission to the School of Education
- ❑ Passing the appropriate content area/Illinois Teacher Licensure Test/s

Candidates in teacher education programs are monitored to verify that they are maintaining the standards. If students' grade point averages fall below the standards that are required, they will not be allowed to continue in the teacher education program until they restore their GPAs.

### **Checkpoint 3: Graduation Requirements**

- ❑ Successful completion of the teacher education program, including student teaching
- ❑ Completion of Senior Seminar (ED488 or ME488)
- ❑ Completion of any other unfinished coursework
- ❑ Successful completion of the content area test
- ❑ Completion of all Embedded Signature Assessments

### **Checkpoint 4: Teacher Licensure**

- ❑ Completion of entitlement procedures (submit state forms to the Licensure Officer, who then verifies for Illinois State Board of Education that requirements are fulfilled)
- ❑ Passing the edTPA required for Initial Teacher Licensure (not required for graduation)
- ❑ Absence of financial holds on the student's account

### **Checkpoints Continue Throughout a Teacher's Professional Life!**

Teacher candidates must recognize that fulfilling the standards of each checkpoint in teacher education is the beginning of excellence in teaching and learning. Once professionally certified, teachers in Illinois and many other states must meet checkpoints for re-certification every five years. The Teacher Education Programs at Millikin University seek to promote a lifelong desire for excellence in fulfilling each standard for effective teaching.

