School of Education Admission Application

It's time to apply for admission to your Teacher Education Program in the School of Education. Our goal is to make the process as clear and as concise as possible. Everything you need to apply is right here at your finger tips.

Step One – Am I Ready to Apply?

Review the admission criteria to ensure you have met the minimum admission requirements. The following requirements must be met before applying to the program. **If you do not meet the admission criteria, you should not apply for admission.**

- **GPA Requirement:** At the time of application, applicants must have 58 credits with a minimum 2.5 GPA; and a minimum of 2.75 GPA in any English courses. The GPA will be calculated on all transfer and UW-Milwaukee course credits.

- **Oral and Written Communication (OWC) Competency Part A:** Applicants must achieve a placement level of 4 or higher on the English Proficiency Test, or complete English 102 or an equivalent with a grade of C or better.

- **Quantitative Literacy (QL) Competency Part A:** Applicants must achieve a placement level of 30 or higher on the Math Placement Test or complete Math 102, 103, 105, 108, or 175, or an equivalent, with a grade of C or better.

- **Communication Requirement:** Applicants are required to complete Communication 103 with a grade of C or better.

- **CURRINS 300 Requirement:** Applicants are required to complete CURRINS 300: *Introduction to Teaching: Colloquium and Fieldwork*, or an equivalent transfer course, with a grade of C or better prior.

- **Pre-Professional Skills Requirement:** Applicants must pass a pre-professional skills test. This requirement can be fulfilled with one of the following tests: PRAXIS I, CORE, ACT, SAT or GRE.
Step Two – What Should I include in my Application?

Review the application checklist (below) and gather all these materials. Make sure all forms are filled in completely. DO NOT SUBMIT AN APPLICATION UNLESS ALL ITEMS ARE INCLUDED. Incomplete applications will not be processed.

Application Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Education Undergraduate Admission Application</td>
<td>(page 9)</td>
</tr>
<tr>
<td>Unofficial UWM transcript - see instructions below</td>
<td></td>
</tr>
<tr>
<td>Official Pre-Professional Skills Requirement Scores if not listed on your transcript</td>
<td></td>
</tr>
<tr>
<td>Admission Essay - see instructions below</td>
<td></td>
</tr>
<tr>
<td>Resume – see instructions below</td>
<td></td>
</tr>
<tr>
<td>Faculty Signature – see instructions below</td>
<td></td>
</tr>
</tbody>
</table>

Please keep a copy of all documents for your records. Documents will not be returned to you.

Bilingual, English as a Second Language or World Languages Certification

You may want to increase your marketability by adding a Bilingual, English as a Second Language, or World Languages certification to an English certification. If you are interested in pursuing this, an additional application packet must be submitted. The following must be submitted:

- Copy of your School of Education application with the additional certification indicated.
- Copy of your unofficial UWM transcripts.
- Copy of your resume
- Admission Essay – In a separate typed document, discuss what experiences you have had that have influenced your decision to study education in a teacher certification program in a School of Education invested in improving and supporting urban education in the Milwaukee metropolitan area. Please frame your essay in a way that the following issues contextualize your discussion:
  - Relevant course work that informs your decision to certify in your area of interest.
  - Relevant field (life) experiences, in and out of a school setting, that inform your decision to become an educator.
  - An appreciation of the broad social issues that affect urban schools and their students.
  - Concrete detail and rich language that describe your experience.

Note: There is no specified format for the essay other than to address the points listed above and to present your answer in a professional format (12 point font, double spaced and one-inch margins).

For program requirements for language certification, visit our Web site: http://uwm.edu/education/academics/second-language/
Admission Essay

In a separate typed document, discuss what experiences you have had that have influenced your decision to study education and become a teacher - in particular English Education housed in a School of Education invested in improving and supporting urban education in the Milwaukee metropolitan area. Please frame your essay in a way that the following issues contextualize your discussion:

- Relevant course work that informs your decision to certify in English.
- Relevant field (life) experiences, in and out of a school setting, that inform your decision to become an educator.
- An appreciation of the broad social issues that affect urban schools and their students.
- Concrete detail and rich language that describe your experience.

Note: There is no specified format for the essay other than to address the points listed above and to present your answer in a professional format (12 point font, double spaced and one-inch margins).

Faculty Signature

Your application must be reviewed and signed by Dr. Tom Scott. Schedule a meeting with Dr. Scott at (414) 229-5751 or tscott2@uwm.edu. Expect to meet for approximately 30 minutes and have with you:

- Your current transcript
- Your program sheet indicating the classes you have completed (please contact your academic advisor to obtain the most up-to-date version of your program sheet)
- Your School of Education admission application
- Your admission essay (optional for the meeting)
- Your resume (optional for the meeting)
Grade Point Average

You can find your cumulative GPA on the Academic Requirements tab in your Student Service Center in PAWS.

1. Click on the double yellow arrow to access your academic requirements.
2. Your cumulative GPA can be found under the heading “Education Degree…”
   
   Note: If courses taken during the current semester includes any repeat coursework, the stated GPA may not be accurate and will require manual calculation. See your advisor.
Printing Unofficial Transcripts through PAWS

Use the simple instructions below to print your unofficial transcript through your PAWS account.

1. When logging into PAWS, your Student Center displays. Under the “Academics” heading, click on the drop down menu and select the “Transcript: View Unofficial” option and click on the double arrow to the right of the menu.

2. Select the Transcript Type you want from the drop down menu. The Output Destination Type will always be e-mail. Click on the Submit Transcript Request button.

3. If your request for an unofficial transcript was submitted successfully, you’ll see the message that says “Your request has been submitted. It has been sent to your UWM e-mail address as a PDF attachment. The sender's email address will be destran@uwm.edu.”

4. If your request was not submitted successfully, you’ll receive a message indicating why not and letting you know what steps to take.

Assessment Requirements

Throughout the program there are several assessments required by the Department of Public Instruction. These requirements are designed to assess your readiness for teaching.

Pre-Professional Skills Requirement

Successful completion of a pre-professional skills test is required for admission to the School of Education. You can fulfill this requirement with one of the following tests: PRAXIS I, CORE, ACT, SAT or GRE. Please see chart on page 6 for minimum scores. A copy of your scores must be sent to UWM. During registration for your test, you should identify UWM to receive your scores.

If you are having difficulty passing one or more portions of a pre-professional skills test, please contact your academic advisor to discuss your options.
### Pre-Professional Skills Requirement

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Scores</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Praxis I</td>
<td>Reading (175) Writing (174) Math (173)</td>
<td>Test no longer offered – Scores continue to be accepted and do not expire</td>
</tr>
<tr>
<td>CORE</td>
<td>Reading (156) Writing (162) Math (150)</td>
<td><a href="https://www.ets.org/praxis/about/core/">https://www.ets.org/praxis/about/core/</a></td>
</tr>
<tr>
<td>ACT*</td>
<td>Composite (23) Score Reading (20) Score English (20) Score Math (20) Score</td>
<td><a href="http://uwm.edu/registrar/students/testing-center/tests-offered/#act">http://uwm.edu/registrar/students/testing-center/tests-offered/#act</a></td>
</tr>
<tr>
<td>SAT*</td>
<td>Composite (1070) Verbal (450) Math (450)</td>
<td><a href="http://sat.collegeboard.org/home">http://sat.collegeboard.org/home</a></td>
</tr>
<tr>
<td>GRE*</td>
<td>Verbal Reasoning (150) Quantitative Reasoning (145)</td>
<td><a href="http://www.ets.org/gre">http://www.ets.org/gre</a></td>
</tr>
</tbody>
</table>

*within 5 years of admission term to academic program

### Praxis II Test

The *Praxis II* measures subject-specific content knowledge, as well as general and subject-specific teaching skills, that you need for beginning teaching. Students are required to take and pass the *Praxis II* prior to applying for a student teaching placement.

### Teacher Performance Assessment (edTPA)

The *edTPA* is a review of your teaching materials at the culmination of your program. Materials that document and demonstrate your ability to effectively teach are submitted to an independent reviewer. Students are required to complete the edTPA in order to be licensed as an English educator.
Resume
Your resume should not exceed two pages and should include educational background, work experience, special talents/skills, and other relevant experience with children. Information about resume writing can be found at: [http://uwm.edu/careerplan/resumes-interviews/resumes/](http://uwm.edu/careerplan/resumes-interviews/resumes/)

Student Teaching
You will be required to complete student teaching during the last semester of your program. Student teaching placements are not automatic. Students must apply for student teaching, be approved, and register for a student teaching course, in order to student teach. Information about application deadlines and application materials can be found at:

[http://www4.uwm.edu/soe/academics/clinical-experiences.cfm](http://www4.uwm.edu/soe/academics/clinical-experiences.cfm)
(Follow the link to obtain the Student Teaching Application form)

It is important that you review this information to determine when you should apply for student teaching. If you have any questions about the timing of your student teaching, contact the academic advisor for your program.

Step Three – How do I Submit my Application?
Submit your application: Applications will be accepted between September 1 and September 30, 2015. All application materials must be received by 5:00 p.m. on September 30th. Applications should be submitted to:

University of Wisconsin – Milwaukee
Department of Curriculum and Instruction
Enderis 310
PO Box 413
2400 E. Hartford Avenue
Milwaukee, WI  53201-0413

A letter, indicating the status of your application, will be mailed prior to the start of the semester. The letter will be sent to the address indicated on your application. Please do not call or e-mail asking about the status of your application.
Assistance with Your Application

Web Site
Our web site is a wealth of information for frequently asked questions and other resources that may be useful: [http://uwm.edu/education/academics/curriculum-instruction-department/](http://uwm.edu/education/academics/curriculum-instruction-department/)

Academic Advising
The academic advisor for the program can also answer questions about the application process. Please do not hesitate to contact the advisor to schedule an appointment or to receive answers to your questions.

Academic Advisors:
Tammy Badura (last names beginning A-L)
Nikki Claas (last names beginning M-Z)
To schedule an appointment: (414) 229-4721

For questions about the admission application:
Phone: 414-229-4814
Email: cni@uwm.edu
# English Admission Application

**Undergraduate Teacher Certification Program**

*Complete this application for admission for spring 2016*

## REQUIRED BIOGRAPHICAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Student I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Date Of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Telephone</th>
<th>UWM Email (all communication will be sent to this e-mail)</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you a paraprofessional at MPS?  
☐ Yes  ☐ No  
Name of School _______________________________________

## ADMISSION CRITERIA

**Communication Requirement**  
☐ Completed COMMUN 103  
Indicate grade _____ Semester _____ Year _____

**Pre-Professional Skills Requirement**  
(Attach test scores if not on transcript)  
Indicate Test: ______________________________________
Indicate Score: _____________________________________

**Cumulative Degree Credits Completed**  
(see CUM Degree Credits on transcript)

**Field Experience**  
☐ CURRINS 300 (100) or other________ Grade _____ Semester _____ Year _____

**Oral and Written Communication (OWC) Competency Part A (check one):**  
☐ Placement Test (Indicate date ________)  
OR  ☐ Completed ENGL 102 or equivalent: Grade _____ Sem_____ Year _____

**Quantitative Literacy (QL) Competency Part A (check one):**  
☐ Placement Test (Indicate date ________)  
OR  ☐ Completed Math ____________: Grade _____ Sem_____ Year _____

## PROGRAM OFFERINGS

☐ English - Early Adolescence through Adolescence  
☐ Additional Certification(s)

*Note: An additional application is required if applying for an additional certification.*

☐ English as a Second Language minor  
☐ World Language minor  
Indicate language:  ☐ Chinese ☐ French ☐ German ☐ Hebrew ☐ Italian ☐ Latin ☐ Russian ☐ Spanish  
☐ Bilingual. Indicate language:  ☐ Spanish ☐ Hmong ☐ Lao

## STUDENT SIGNATURE

_________________________  DATE __________________________

## FACULTY SIGNATURE

_________________________  DATE __________________________

Date Received ____________________________

---

University of Wisconsin – Milwaukee, Department of Curriculum and Instruction. Revised 07/28/15.