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 fingertips.

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

- [ ] School of Education Undergraduate Admission Application (page 9)
- [ ] Unofficial UWM transcript - see instructions below
- [ ] Official Pre-Professional Skills Requirement Scores *if not listed on your transcript*
- [ ] Admission Essay - see instructions below
- [ ] Resume – see instructions below
- [ ] Faculty Signature – Ms. Barbara Sonnenberg must sign your application prior to submission. (see step 3)

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 included:

- 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/](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).

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, select “Transcript: View Unofficial”, 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 was submitted successfully, you will see a message that reads, “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 will receive a message indicating why not and letting you know what steps to take.
Grade Point Average

You can find your cumulative GPA on the "Grades" tab in your Student Service Center in PAWS.

1. Click on the double arrow.

2. Select “Grades” from the menu.
3. Your cumulative GPA can be found under the heading “Term Statistics”.
   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 academic advisor.
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 below for minimum scores. A copy of your scores must be sent to UWM. During registration for your test, you should identify UWM as a score recipient.

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>
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</thead>
<tbody>
<tr>
<td>Praxis I</td>
<td>Reading (175)</td>
<td>Test no longer offered – Scores continue to be accepted and do not expire.</td>
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<tr>
<td></td>
<td>Writing (174)</td>
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<td></td>
<td>Math (173)</td>
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<td>CORE</td>
<td>Reading (156)</td>
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<tr>
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<td>Writing (162)</td>
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<td>Math (150)</td>
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<tr>
<td>ACT*</td>
<td>Composite (23)</td>
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<tr>
<td></td>
<td>Reading (20)</td>
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<td></td>
<td>English (20)</td>
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<td></td>
<td>Math (20)</td>
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<tr>
<td>ACT Plus Writing*</td>
<td>Composite (22)</td>
<td><a href="http://www.act.org/">http://www.act.org/</a></td>
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<tr>
<td></td>
<td>English/Writing Combined (20)</td>
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<tr>
<td>SAT*+</td>
<td>Critical Reading (510)</td>
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<tr>
<td>(after 09/01/2015)</td>
<td>Writing (480)</td>
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<td></td>
<td>Math (520)</td>
<td></td>
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<tr>
<td>GRE*^</td>
<td>Verbal Reasoning (450)</td>
<td><a href="https://www.ets.org/gre">https://www.ets.org/gre</a></td>
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<tr>
<td>(after 08/01/2011)</td>
<td>Quantitative Reasoning (540)</td>
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<td></td>
<td>Analytical Writing (3)</td>
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* Scores must be within ten years of admission term to academic program.
+ Please contact your academic advisor if you took the SAT prior to 09/01/2015.
^ Please contact your academic advisor if you took the GRE prior to 08/01/2011.
Praxis Subject Assessment Test
The Praxis Subject Assessment test 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 Subject Assessment prior to applying for a student teaching placement. Details about when to take the Praxis Subject Assessment will be provided once you are admitted to the program.

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 successfully 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/students-2/application-materials/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://uwm.edu/education/academics/clinical-experiences/
(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. The English Education program begins in the spring. You must meet with the Program Director, Ms. Barbara Sonnenberg, between September 1 and September 29, 2017. When you meet with Ms. Sonnenberg, she will review and sign your application. To schedule a meeting, please contact Ms. Sonnenberg at sonnenbe@uwm.edu. Once your application is signed, you may submit your application either in person to Enderis Hall, Room 209 or by mail to:

School Of Education
Office of Student Services
P.O. Box 413
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 listed on your application. Please do not call or e-mail asking about the status of your application.

Assistance with Your Application

Admissions Manager
For questions about the admissions process or this application, please contact the Undergraduate Admissions Manager, Maggie Kaczmarek at (414) 229-6675 or kaczmarm@uwm.edu.

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. The advisors for the program are Tammy Badura (last names beginning A-L) and Nikki Claas (last names beginning M-Z). To schedule an appointment, please call (414) 229-4721.
## REQUIRED BIOGRAPHICAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
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<tr>
<th>Mailing Address</th>
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<th>State</th>
<th>Zip</th>
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<tr>
<th>Preferred Telephone</th>
<th>UWM Email (all communication will be sent to this e-mail)</th>
<th>Gender</th>
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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)


## 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 __________________________________