Institute for Urban Education Student Application Flow Chart

1. Start here
   ➜ Contact the field placement director or coordinator at your institution.
   ➜ Visit the IUE Website to learn more

2. Screening Process
   ➜ Follow your institution’s screening process prior to completing your IUE application.

3. Complete an IUE Online Application
   ➜ Your institution will email you a link for the IUE online application.
   ➜ You will need your TB test results to upload to the online application.

4. Complete a MPS criminal background check (CBC).
   ➜ Cost $12.00 (check written out to UWM)
   ➜ CBC form and $12.00 mailed to the IUE.

5. Application Verified
   ➜ The IUE verifies with your institution that you were approved to apply to the IUE.

6. Application Reviewed
   ➜ The IUE will review your application. If there are concerns the IUE will contact the field placement coordinator at your institution.

7. Application Accepted
   ➜ The IUE will send an email confirming your acceptance into the IUE.

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   ➜ The IUE will send an email confirming your acceptance into the IUE.

9. Placement Selected/Confirmed
   ➜ You will receive a formal email from the IUE confirming your placement.

10. IUE Student Orientation
    ➜ You will attend an IUE Orientation one to two weeks prior to your start date.

11. Seminar
    ➜ You will attend seminar once a week.
    ➜ Seminar follows the University Calendar.

You must complete steps 1 & 2 prior to completing an IUE online application.

The online application window for applying to the IUE is October 1 – 31 for Spring and March 1 – 30 for Fall.
See below for sample application questions.
We recommend that you review the application questions prior to completing the online application.
Once you submit your application you cannot go back and edit.

Students will receive a Criminal Background Request from the IUE once their online application has been verified and processed.

The application verification, review, and acceptance process will be rejected if you have not followed steps 1 & 2 above.

You will learn of your placement before the end of the semester.

Orientation is usually held at an MPS school or local public library.

Seminar is held at an MPS school.
Dear IUE Applicant,

For your preparation, we recommend that you review the open ended application questions prior to completing the online application. This is not the complete application. These are only the open ended questions.

**Open ended application questions**

Answer questions to the best of your ability and solicit assistance from your campus as needed.

1. What are your experiences with children? (including work experience)
2. Describe extra-curricular activities during college.
3. Describe the Cooperating Teacher with whom you would hope to be placed.
4. Briefly describe the classroom in which you hope to be placed.
5. List opportunities you wish to experience as a student teacher.
6. Why are you choosing to student teach in Milwaukee? Briefly describe your interest in urban education.
7. List any meetings (and their dates) for which you are required to return to your home campus (e.g., edTPA meetings, portfolio workshops, job fairs, etc.).
8. Who on your campus do you contact regarding the edTPA process and what is this person’s title?
9. Briefly explain what introduction to the edTPA you have had prior to student teaching.
10. During which weeks of your placement at the IUE do you plan to complete the following?
   - Task 1:
   - Task 2:
   - Task 3:
   - Submitting the edTPA to Pearson: