

Instructions for Applicants to the Elementary Education Program

Attendance at an application orientation meeting is required for all applicants in Utah and at BYU-Idaho.

Orientation Meeting		Livetext Meeting		Technology Skills Assessment Window
October 15	11:00am	October 16	12:00pm	October 15- 28
October 28	3:00pm	October 29	12:00pm	October 28 – November 20
November 5	11:00am	November 6	12:00pm	November 5 - 20
November 23	3:00pm	November 24	10:00am	November 23 – December 11
December 7	3:00pm	December 10	11:00am	December 7 - 18
January 7	11:00am	January 8	12:00pm	January 4 - 15

Note in the table above your time to register for LiveText, a web-based service, which will be used in the application process, and the window in which you are expected to complete the Technology Skills Assessment (TSA). These times are based upon the orientation meeting you attend. All meetings are in 180/185 MCKB on the BYU campus.

You must be on time. Late arrival will require you to attend another session.

You will not be able to complete the application or TSA without LiveText registration.

If you are serving a mission, participating in a study abroad program, or attending a distant institution, please contact:

Dr Rodney S. Earle
Admissions Chair
rodney_earle@byu.edu

Dr. Earle will make arrangements with you regarding LiveText registration.

For information about internships and student teaching options go to our Frequently Asked Questions at <http://education.byu.edu/ted/faqs.html>

Updated October, 2009

Brigham Young University ✧ Department of Teacher Education

APPLICATION FOR THE ELEMENTARY EDUCATION PROGRAM

Application Deadlines: September 15 for admission Winter Semester; January 15 for admission Fall Semester

PERSONAL IDENTIFICATION			
Last Name, First Name, Middle (Maiden)			Social Security #
Program Entry Semester (Semester, Year) FALL 2010			BYU ID #
CURRENT LOCAL MAILING ADDRESS/EMAIL:			
EMAIL ADDRESS (MUST BE KEPT CURRENT):			
Number and Street			
City,	ST	ZIP	Current Telephone
ADDITIONAL INFORMATION			
Gender <input type="checkbox"/> female <input type="checkbox"/> male	Foreign languages (fluent): _____ _____	Have you applied previously to the EI Ed program? <input type="checkbox"/> no <input type="checkbox"/> yes When? _____	
Are you transferring at the time of this application? <input type="checkbox"/> no <input type="checkbox"/> yes Institution: _____	Have you completed or are you completing an Associate's degree*? <input type="checkbox"/> no <input type="checkbox"/> yes Date received _____ Institution _____ <i>*Completing two years at BYU main campus does not constitute earning an Associate's degree.</i>		
Please list all colleges or universities you have attended (besides BYU):			
Are you an international student with an F-1 visa? <input type="checkbox"/> yes <input type="checkbox"/> no		Are you a non-native English speaker? (See p. 3) <input type="checkbox"/> yes <input type="checkbox"/> no	
Desired major: <input type="checkbox"/> EI Ed <input type="checkbox"/> EI Ed/Music <input type="checkbox"/> EI Ed/ECE (See special instructions on p. 2 of this packet)	If applicable, please indicate any minors you are working on: _____ _____	Please indicate your race/ethnicity (mark only one): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Multiracial/Other (specify): _____	
LiveText forms completed: <input type="checkbox"/> PIBS <input type="checkbox"/> Candidate Dispositions Scales <input type="checkbox"/> Arts Experiences Self Report	Do you have a minor clearance form on file in the Education Advisement Center? <input type="checkbox"/> no <input type="checkbox"/> yes		
Are you applying from the mission field? <input type="checkbox"/> yes <input type="checkbox"/> no			
If yes, when is your release date? _____			

FOR OFFICE USE ONLY			
ABC Report: yes no	Cum Hours:	Student Work Consent Form: yes no	Graduation Plan: yes no
Major Code:	BYU Hours:	Data Consent Form: yes no	Complete: yes no
Cum GPA:	Conditions Form: yes no	Fingerprint Authorization Form: yes no	Received by:
BYU GPA:	Technology Form: yes no	TOEFL Scores: N/A yes no	Date:

Submit the application to the secretaries in the Department of Teacher Education, 201 MCKB, Brigham Young University, Provo, UT 84602. **It must be received by 5 pm on the deadline date.**

Applicants may be called in for a personal interview with members of the admissions committee.

English Proficiency Requirements

Non-native English speakers, including United States citizens and permanent residents, are required to submit official scores of the Test of English as a Foreign Language (TOEFL) **internet-based test (iBT)**.

The TOEFL exam is administered by the Educational Testing Service numerous times each year throughout the world. For more information about testing centers, check the TOEFL website (<http://www.toefl.org>).

Minimum Required TOEFL Scores for Teacher Education at BYU

Note: The internet-based (iBT) test is required because of the speaking component.

Reading: 22
Writing: 24
Listening: 22
Speaking: 26

BYU offers an intensive English language program to help students improve their English proficiency. Students in this program are not regular matriculated university students but do have access to university facilities. If you would like to receive information about this program, go to <http://www.elc.byu.edu/>.

Name: _____

BYU ID: _____

Your scores:

Reading: _____ Writing: _____ Listening: _____ Speaking: _____

Attach a copy of your TOEFL documentation.

INFORMATION FOR APPLICANTS TO THE ELEMENTARY EDUCATION PROGRAM

PLEASE PAY SPECIAL ATTENTION TO THE FOLLOWING ITEMS:

- Review the essential functions of an elementary teacher developed by one school district to obtain a sense of the physical, mental, and emotional demands on a teacher. Go to <http://education.byu.edu/ted/pdf/elementary.pdf>
- Incomplete or late applications will *not* be reviewed.
- Candidates must adhere to the University Honor Code.
- Preference is given to applicants with higher grade point averages, and completion of all General Education courses and prerequisites except for ENG 313.
- Basic technology competencies are required of all candidates. Assess your skills at <http://education.byu.edu/technology/index.html> Follow all instructions carefully. Complete all assignments in the TEC Lab (180 MCKB). Each section of the Technology Skills Assessment Certificate must be stamped. Submit this form with your application.
- If accepted, you must enter the program the semester that you applied for. If you are planning on serving a mission at the time of application, please apply for the first semester you will be back.
- Each applicant may apply twice.

CHECKLISTS

Prior to submitting your application:

- Be a declared Elementary Education major (must be done in the Advisement Center).
- Attend an application meeting.
- Access your *LiveText* account. Complete the Professional and Interpersonal Behavior Scale (PIBS) and the Candidate Dispositions Scales on *LiveText*. Instructions are on the next page. *Your responses on these forms will not be used in the admissions process but will provide baseline data for your progress in the program.*
- Apply for fingerprinting *before* submitting your application.
 - Go to: www.utah.gov/teachers. Click on: Background Check & Initial Licensure.
 - Read and fill out the information: Be sure the address you enter is a **permanent** address and the university you enter is **Brigham Young University**. Use your U.S. social security number. International students must check with the EAC in 120 MCKB.
 - Pay the \$69.00 fee with a major credit card.
 - Generate the LiveScan authorization form from the Utah State Office of Education at the end of this process.
 - Bring your authorization, a government issued photo ID, and \$10.00 (on your signature card) to 120 MCKB.
 - Include a copy of your authorization form with your program application.
 - You have **60 days** from the date on the LiveScan authorization form to have your fingerprints taken. If you go beyond the 60 days, you must start the process again and pay an additional \$69.00.

SUBMITTING YOUR APPLICATION:

Place the following items ***in the listed order*** in an 8 ½ inch by 11 inch, 1/3 cut tab, manila file folder (not an envelope) with your last name, first name, and BYU ID number written on the tab:

- 1—El Ed Application form
- 2— Current copy of MyMAP Progress Report from BYU or current graduation progress report or unofficial transcript if applying from another university—multiple pages should be stapled. [To get to MyMAP, log in to Route Y. On the menu under School, select MyMAP, then select Plan MyMAP. Lastly select and print your Progress Report.]
- 3—Graduation Plan. Use attached form to list all remaining classes (GE & minor) and proposed semesters. ***Must be signed by an advisor in the Education Advisement Center.***
- 4—Conditions of Continuing Enrollment form (signed and dated)
- 5—Technology Skills Assessment Certificate (include ID # and e-mail)
- 6—Consent Form for Use of Student Work (signed, witnessed, and dated)
- 7—Consent Form for Obtaining Data from Future Employer(s) (signed, witnessed, and dated)
- 8 – A Copy of the Fingerprint Authorization Form
- 9 -- A Copy of TOEFL Documentation (if applicable)

LiveText Instructions

Sign up for a *LiveText* account at an orientation session following the application meeting you attend.

How to login to *LiveText*:

- (1) Open an internet window (if on a PC use Internet Explorer, if on a Mac use Mozilla)
- (2) Go to <http://college.livetext.com>
- (3) Sign in with your username and password in the upper left-hand corner. Your *LiveText* username and password may be different from your Route Y ID and password, depending on how you registered. If you have forgotten your password, click on the button labeled “Login help?” and follow the instructions from there.

Names of Forms will start with:

- **PIBS – SE...**
- **CDS...**
- **Arts Experiences...**

(If any of the forms do not appear in your *LiveText* account, inform a member of the *LiveText* Team in 180 MCKB. There are 3 forms total.)

To Fill-Out Forms:

- (1) Login to *LiveText*
- (2) Select “Forms” under “Tools” on the lower left-hand side.
- (3) Click on the button labeled “complete” to the right of the form you are filling out (it will *always* say “complete” whether it has been filled out or not).
- (4) Respond to the questions.
- (5) Submit form by clicking “Save form data” (if you do not finish filling out the form in one sitting, you can save the form and return later to complete it, just be sure to save it each time you leave it).
- (6) Once you’ve saved, you are done with that form (when you click the save button the information you’ve filled out on the form is automatically sent to the appropriate account for reviewing).
- (7) To complete the other two forms, follow the same process (steps 2-6).

CONDITIONS OF CONTINUING ENROLLMENT

On condition of being accepted into the BYU Elementary Education program, I agree to dress professionally by adhering to the University Dress Code. I agree to adhere to all applicable University and program policies and procedures, which include, but are not limited to, completing the program within four consecutive semesters. I agree to enter the program the semester I am accepted, except for a deferral for a mission or medical reasons.

Further, I understand that if my major GPA drops below 2.85 or if I receive a grade below C- in any of my classes in the four-semester program sequence, I will not be allowed to continue in the program. Finally, I understand that I will be evaluated academically, professionally, and in my field experiences. If the faculty with whom I work ultimately determine I am not qualified to teach in the public schools, I will not be allowed to continue in the program.

I understand that it is my responsibility to plan for and arrange transportation to and from assigned partnership school sites for practica and student teaching experiences. BYU takes no responsibility for these arrangements. I understand that I will be placed in a district and a school as determined by the program. Requests for a specific placement location will be considered only under extreme extenuating circumstances. The partnership districts are Alpine, Jordan, Nebo, Provo, Salt Lake Urban, and Wasatch.

I have carefully reviewed departmental policies and procedures found on the departmental website at http://education.byu.edu/ted/student_info

I recognize that it is my responsibility to immediately update my personal information (Name change, Current Mailing Address, and Email) with the full-time secretaries in 201 MCKB. I am accountable for 1) staying current in program information and 2) the consequences that accompany information not received because of my failure to change my personal information.

Applicant's signature _____ Date _____

CONSENT FORM FOR USE OF STUDENT WORK

I, the undersigned, hereby give permission to the BYU Department of Teacher Education, the BYU David O. McKay School of Education (MSE), and Brigham Young University (BYU), or any of them, (collectively referred to as “BYU”), to use at their discretion for non-commercial, educational purposes any intellectual property which I generate in the course of my taking classes at BYU (the “Student Work”). Such Student Work may include completed class assignments, portfolios, lesson plans, inventions, and other forms of Student generated intellectual property. Possible BYU uses for the Student Work include, but are not limited to, evaluation and accreditation of University programs and activities, research, publications, scholarly presentations, the dissemination of the Student Work on CDs, websites or through other electronic means, public display using the MSE plasma screen or other display devices, or use in classes as reference and sample materials or for other instructional purposes. I understand that I will continue to own the Student Work, and that I will be given proper attribution as the owner of the Student Work pursuant to my instructions specified at the bottom of this document.

I understand that providing consent is voluntary. I may withdraw my consent at any time without penalty or adverse effects. If I wish to withdraw consent, I will deliver written notice of withdrawal to the Department of Teacher Education (205F MCKB).

Student Name	Signature	Date

Witness Name	Signature	Date

(Check and initial one option)

- Use my full name in association with my Student Work.
- Use only my first name in association with my Student Work.
- Do not use my name in association with my Student Work.

CONSENT FORM FOR OBTAINING DATA FROM FUTURE EMPLOYER(S)

Explanatory Note:

This form provides Brigham Young University (“BYU”) with your permission to contact your future employer(s) for a period of up to five years after your graduation date to gather data about your teaching and other professional performance – or ten years after the date of this form, whichever occurs first. BYU will not use this information except for research and reporting purposes and any reporting of the data will be done in such a manner that you will not be identifiable personally.

Authorization To Release Employment Information

I, the undersigned, hereby authorize my past, current or future employer(s) to respond to inquiries, surveys, or other requests from Brigham Young University (BYU) and to provide answers to questions, documents or other instruments relating to my work-related and professional performance during my tenure with such employer. This authority is granted on the condition and assurance from BYU that any data received by BYU will be used for research and reporting purposes only and will only be aggregated and will not be reported individually or in a manner that would identify me personally. This authorization will expire five (5) years following my date of graduation or ten (10) years following the date of this instrument, whichever occurs first. I further hereby release my current, past or future employer(s) from any loss, injury, or damage my employer, may experience as a consequence of such employer providing any information to BYU.

I understand that providing consent is voluntary. I may withdraw my consent at any time without penalty or adverse effects. If I wish to withdraw consent, I will deliver written notice of withdrawal to the Department of Teacher Education (205F MCKB).

Candidate Name	Signature	Date

Witness Name	Signature	Date

Graduation Plan

Name: _____ BYU ID: _____

Indicate any GE and minor courses still to be completed. Show when you plan to take the flex courses (ElEd 340, Hlth 361, and EdLF 452)

Spring 2010	Summer 2010	Fall 2010
<p><i>Note: If you want to accelerate your progress, you may take the Arts semester during Spring and Summer. CHECK WITH AN ADVISOR!</i></p>		<p style="text-align: center;"><i>Arts Semester</i></p> <p>Dance 326 Engl 313 ExSc 375 MthEd 305 Music 378 TMA 352 VAEdu 326</p>
Winter 2011	Spring 2011	Summer 2011
<p style="text-align: center;"><i>Cohort 1</i></p> <p>El Ed 302 El Ed 351 El Ed 354 El Ed 356 IP&T 287 IP&T 301 MthEd 306</p>	<p><i>Note: If you obtain an internship, you will be able to take the second cohort during Spring and Summer. CHECK WITH AN ADVISOR!</i></p>	
Fall 2011	Winter 2011	
<p style="text-align: center;"><i>Cohort 2</i></p> <p>CPSE 400 El Ed 355 El Ed 357 El Ed 361 El Ed 362 El Ed 363 El Ed 365 El Ed 372</p>	<p style="text-align: center;"><i>Student Teaching</i></p> <p>El Ed 400 (Student Teaching)</p>	

EAC Advisor's Signature: _____