BLACK HILLS STATE UNIVERSITY

Admission Application Packet

to the

College of Education

Professional Teacher Preparation Program

(Transition Point 1)

Admission Application Checklist (Check the appropriate box next to EACH item attached)	
□	I have completed the Professional Licensure Locations. (*page 2)*
□	I have a current professional resume
□	I have a recent picture
□	I have read and understand the policies and laws on pages 4 and 5 *(signed page 4)*
□	I have completed the Disclosure of Convictions *(signed page 6)*
□	I have utilized Degree Works to complete the Plan of Study and discussed it with my advisor. *(page 7)*
□	Both my advisor & faculty mentor has reviewed and signed my application *(signed page 8)*
□	Professional Dispositions Assessments - Self (PDA) are on file in the Office of Field Experiences *(see page 3 number 5 for details) (signed page 9)*
□	Professional Dispositions Assessments - Clinical Educator (PDA) are on file in the Office of Field Experiences *(see page 2 number 5 for details) (signed page 10)*
□	Professional Dispositions Assessments - Faculty (PDA) are on file in the Office of Field Experiences *(see page 2 number 5 for details) (signed page 11)*

Submit your completed application packet to:

Black Hills State University – College of Education
Office of Field Experiences – Jonas 203A
1200 University Street Unit 9038
Spearfish SD 57799-9038

Email: Kellie.Hatch@BHSU.edu
Phone: 605-642-6642

"The Mission of the College of Education is to prepare competent, confident, and caring professionals."

Professional Licensure Locations

Any candidate applying to the College of Education Professional Licensure program must complete the new additional requirements form. This must be completed online.

Please use only **ONE** of the QR codes to complete the form

Professional Licensure Location (Current Undergrads) Current students will complete this form using their university-provided credentials; this form must be completed prior to enrolling the student in a program. This form must be completed prior to the change of major processing in Banner.	Professional Licensure Location (Undergraduate Transfers) Undergraduate transfer students will use this form. This form must be completed prior to enrolling the student in a program. The student will need to create an account using their personal email address and desired password if they have not already created an account.

BHSU can only enroll students "located" in states/territories where it has been determined that the program meets the requirements. If you are in a state that does not meet requirements or has not yet been determined, you will not be able to be admitted into the program. If you would like to attest the process, then you will need to complete the following to be accepted into the program:

ONLY complete if you are unable to enroll because you are in a state that does not meet requirements.

Professional Licensure Attestation (Continuing)
Student will complete this form using their university-provided credentials.

This form must be completed before we are able to process your application.

Jami Kesling
Director, Office of Field Experiences
School of Education
Jami.Kesling@bhsu.edu

Kellie Hatch
Program Assistant, Office of Field Experience
Kellie.Hatch@bhsu.edu

Provisional Admission to the Professional Teacher Preparation Program

Any candidate applying to the Professional Teacher Preparation Program may be granted a provisional admission for one semester to complete all requirements for full admission. Candidates with GPA's below 2.6 will not be granted a provisional admission. Provisional admission is determined by the Office of Field Experiences.

Program Requirements for Full Admission

The submission of this packet constitutes your request for **full admission** to the BHSU College of Education's Professional Teacher Preparation Program. **Before beginning your student teaching internship,** you must be fully admitted to the program. Your request will be reviewed based on receipt of this fully completed application packet, including your advisor/program coordinator's signature on the Plan of Study page, and the following documentation:

1. Completed Professional Licensure Location before applying.
2. Minimum **2.70 GPA** both cumulatively and in all required coursework for your teaching major (BHSU SOE Policy 2.1:2.1.2)
3. **Minimum grade of C*** in the following coursework:
    a. ENGL 101 & 201 (Composition I & II)
    b. SPCM 101 (Fundamentals of Speech)
    c. PSYC 101 (General Psychology)
    d. MATH (Any Gen Ed Math – ***Elementary Education Majors ONLY***)
    e. EDFN 338 (Foundations of American Education)
    f. EPSY 302 (Educational Psychology)
    g. EDFN 295 (Pre-Admission Practicum) or
    Composite ECE/SPED major only will replace EDFN 295 with ECE 328 (Observation & Participation) after July 1, 2012
4. Current professional **resume**
5. Discuss your DegreeWorks status with your advisor & faculty mentor.
6. Minimum of three (3) mandatory **Professional Dispositions Assessments** (PDAs), **required for all programs**
    a. self-evaluation *(completed during EDFN 295 practicum)*
    b. EDFN 295/ECE 328 clinical faculty
        - approved transfer and experiential substitution will add a PDA from a second BHSU faculty member instead of the clinical faculty for EDFN 295/ECE 328.
    c. BHSU faculty member *(completed during EDFN 295 practicum)*
7. A recent picture for your file

Please complete and submit all required materials in this application packet to the Office of Field Experiences promptly. If you have any questions about the application packet or requirements, please contact Kellie Hatch in the Office of Field Experiences Kellie.Hatch@BHSU.edu or 605-642-6642.

Candidate Information:

Name _____ Advisor _____

Major(s) _____ Minor(s) _____

Student's Banner ID # _____ Cell Phone # _____

Postal Address _____

City, State & Zip _____

E-mail Address _____

Part 1: BHSU College of Education Policies, SD Board of Regents Requirements, and South Dakota Administrative Rules

Please read each statement below regarding BHSU College of Education policies, SD Board of Regents requirements, and SD state administrative rules. If you have any questions regarding them, please contact the Director of Field Experiences. Sign on the lines provided below indicating that you have read, understand, and will comply with each of these policies and laws.

Selected BHSU College of Education Policies

1. Candidate Progress in the Program
    a. Candidates' progress is reviewed at three transition points during the program as follows. (BHSU SOE Policy 2.3:2.3.1)
        i. Transition Point 1 – Admission to the Professional Teacher Preparation Program
        ii. Transition Point 2 – Admission to Student Teaching
        iii. Transition Point 3 – Program Exit
    b. The Professional Progress Committee (PPC) monitors all candidates' performance and has the authority to make decisions regarding a candidate's continuation or removal from the program. Candidates have the right to one appeal if they have been removed from the program by the PPC. (BHSU SOE Policy 2.3:2.3.2 & 2.3:2.3.3)
    c. Candidates must present satisfactory progress throughout the program to be recommended for program continuation at each transition point. This includes maintaining acceptable GPAs and grades for coursework and receiving positive recommendations on Professional Dispositions Assessments (PDAs). A shortcoming in any of these areas may lead to a PPC referral and decision regarding the candidate's continuation in or removal from the program. This may also include a decision for continuation on a Plan of Assistance (POA) which will be reviewed as per the individual POA agreement. (BHSU SOE Policy 2.3:2.3.5)
    d. If a student teaching intern is experiencing difficulty, he or she may be placed on a Plan of Assistance (POA) which must be successfully completed for program completion. (BHSU SOE Policy 3.5:3.5.4)
    e. Interns who fail their student teaching internship must appear before the PPC. The PPC will make a final decision to determine whether or not they will be allowed to enroll in student teaching again. (BHSU SOE Policy 3.5:3.5.6)

2. Placements
    a. The Director of Field Experiences, utilizing a negotiated agreement with selected school districts in South Dakota and Wyoming, coordinates placements to ensure that candidates are assigned to school faculty who are accomplished professionals, with at least three years of experience, and are prepared for their roles as mentors and supervisors. Field experiences will include P-12 students with exceptionalities and P-12 students from diverse ethnic/racial, linguistic, gender, and socioeconomic groups. Candidate's placements will be in grade levels covering his/her program with a minimum of two school districts. Candidates are **NOT** to make arrangements or contact anyone else (university or P-12 school faculty) regarding placements. (BHSU SOE Policy 3.1:3.1.3 & 3.3:3.3.2)
    b. Candidates must have a **criminal background check** completed and on file in the district where they will be placed, prior to the beginning of their student teaching internship and/or the pre-student teaching practicum as per school's policy. (SDCL 13-10-12)
    c. Proof of Liability Insurance before pre-student teaching practicum (One Year Residency/PDS) and student teaching internship. (BHSU SOE Policy 3.2:3.2.2)

3. Placements for Certification Only
    a. All placements are coordinated by the Director of Field Experiences and Post Baccalaureate Programs' Coordinator/Director. Certification only candidates are also subject to satisfy criminal background check and proof of liability insurance. (BHSU SOE Policy 3.2:3.2.2; 3.3:3.3.4; SDCL 13-10-12)

Selected SD Board of Regents Policy Requirements (SDBOR 2:16)

4. Placement in Private Schools

    a. Interns are typically placed in public schools for student teaching. Interns may be placed in accredited private schools for their internship on an individual case basis.

5. Praxis Exams (cf. ARSD 24:16:05:06)

    a. Praxis Content Knowledge exams for a candidate's major(s) must be passed *prior to their student teaching internship*.
    b. Interns must submit passing Praxis scores in all required major content areas before they are allowed to begin the student teaching internship. (SDBOR 2:16:7B)
    c. Interns must successfully complete the Praxis Performance Assessment for Teachers (PPAT) during their student teaching semester. (SDBOR 2:16:7C)

Selected SD State Administrative Rules

6. Pre-Student Teaching Practicum

    a. Field experiences will be made with a focus on varied grade levels, content areas, and diversity required by the candidate's major(s)/minor(s). (ARSD 24:16:07:02)

7. Student Teaching Internship

    a. Candidates must complete no less than ten weeks of the student teaching internship in each major, as per ARSD 24:53:06:03. Candidates majoring in K-12 programs (Art, Music, Physical Education, Special Education, and Foreign Language) must complete the student teaching internship at two of three levels (elementary, middle level, secondary). The third level should be completed during the pre-student teaching practicum. (BHSU SOE Policy 2.2:2.2.4)

Other Important Information

8. Inappropriate behaviors for an aspiring professional and documented by a Professional Dispositions Assessment (PDA) may lead to the candidate's administrative removal from the Professional Teacher Preparation Program.

9. Interns must pass the Praxis Content Knowledge and Praxis Principles of Learning & Teaching (PLT) exams for all certification areas they desire on their teaching certificate before being recommended for those authorizations on their teaching certificates.

10. Interns must successfully complete the PPAT *(Praxis Performance Assessment for Teachers)* during the student teaching internship as part of program completion.

11. Candidates must keep all information relative to P-12 candidates and school personnel confidential.

12. Candidates must read, understand, and agree to comply with the South Dakota Professional Teacher Code of Ethics https://sdlegislature.gov/Rules/Administrative/14062

13. Candidates with previous legal issues need to meet with the Director of Field Experiences regarding their ability to be certified as a teacher.

I have read, understand, and will comply with each of the above policies and laws.

_____ _____

Candidate Signature Date

Disclosure of Convictions for Certification in South Dakota

Teacher education programs are required to inform candidates of the laws and rules pertaining to denial of a certificate in South Dakota and other states. In South Dakota, there are no comparable laws or rules for denial of admission to teacher education programs or admission to student teaching; however, interns are advised to disclose information related to possible denial of a certificate at those admission stages.

SDCL 13-42-9 provides for refusal of a certificate by the Secretary of the Department of Education and Cultural Affairs for conviction of crimes involving moral turpitude including traffic in either controlled substances or marijuana, or both. **Moral turpitude** is defined as, "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general" [SDCL 22-1-2 (25)].

Black Hills State University recommends the disclosure of any conviction of crimes, either felony or misdemeanor (except for minor traffic violations) including convictions involving drugs and alcohol.

A "yes" response to the question below is not a denial of admission or an automatic refusal of a certificate. Candidates are generally advised to continue in teacher education programs after voluntary disclosures and/or to seek advice from their own legal counsel. BHSU does not have the authority to issue certificates, and a decision about the issuance of a certificate by the Secretary of Education cannot be made until candidates have finished programs and have been recommended for certification. The Secretary will investigate and review each application before making a decision to deny a certificate.

Have you ever been convicted of any crime involving moral turpitude that may prevent issuance of a certificate by the Secretary of the Department of Education and Cultural Affairs? Yes____ No____

_____ _____

Signature **Date**

Check one: _____This is an additional disclosure(s) _____This is reaffirming previous disclosure(s)

Check here if supporting information/court record for above disclosure has already been submitted _____

If you have responded "Yes" to the question above, please provide the additional information on the back. For multiple offenses, you may provide this information on a separate sheet with your signature and date.

Crime convicted of: _____

Level of offense (check one): Felony____ Misdemeanor____

Date of offense: _____ Age at time of offense: _____

Location of offense: _____

(Include city, county, and state)

Details of the incident:

_____

_____

_____

Court documents supporting the above information must be provided when application for the certification is made and may be requested by the College of Education, Office of Field Experiences prior to that time.

The Applicant Conduct Review Statement, which requires disclosure of arrests, indictments, charges, etc. in addition to convictions and which must be completed at application for certification, is provided for informational purposes only at this time.

Part 2: Plan of Study

During or after meeting with your advisor(s), please write out your plan of study for your remaining semesters. If you do not know your professional advisor check your Degreeworks or go to Student Success Center in the Library.

Candidate Name _____

Major(s) _____

Semester/Year		**Semester/Year**		**Semester/Year**	
Course Prefix & #	**Credits**	**Course Prefix & #**	**Credits**	**Course Prefix & #**	**Credits**

Semester/Year		**Semester/Year**		**Semester/Year**	
Course Prefix & #	**Credits**	**Course Prefix & #**	**Credits**	**Course Prefix & #**	**Credits**

Part 3: Plan of Study Review Signatures

Obtain the necessary signatures below, formally indicating your intent to complete the application process.

1. I have read, understand, and agree to comply with all of the conditions pertaining to admission to the Professional Teacher Preparation Program.

   _____ _____
   Signature of Applicant Date

2. As academic advisor, I have reviewed this candidate's application and believe it to be accurate.

   _____ _____
   Name & Signature of Academic Advisor Date

3. As College of Education Faculty Mentor, I have reviewed this candidate's application and believe it to be accurate.

   _____ _____
   Name & Signature of Faculty Mentor Date

Director of Field Experiences Recommendation (Office of Field Experiences Use Only)

_____ Professional Licensure **Locations** Form completed _____
Date

_____ Professional Licensure **Attestation** Form completed _____
Date

_____ **Full Admission** to Professional Teacher Preparation Program _____
Date

_____ **Provisional Admission** to Professional Teacher Preparation Program (see letter) _____
Date

_____ **Denial of Admission** to Professional Teacher Preparation Program (see letter) _____
Date

_____

Signature of Director of Field Experiences

Black Hills State University Professional Dispositions Assessment

Admission to the Professional Teacher Preparation Program

Self-Assessment to be completed by the Applicant

The Mission of the College of Education is to prepare competent, confident, and caring professionals.

Candidate Name _____ID _____ Major _____

Practicum Course Number _____ Date _____

This form is used in making decisions regarding a candidate's admission to the BHSU College of Education Professional Teacher Preparation Program. It may also be used to document specific concerns about a candidate's behavior in relation to decisions regarding admission to the program.

Rating Scale: 4 = consistently; 3 = most of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O = not observed

Professional Conduct	I, the teacher candidate …	Rating
Demonstrates responsibility	1. am present, punctual, and prepared for class (InTASC 9)	4 3 2 1 0 N/O
	2. complete assigned tasks that demonstrate high personal standards and best effort (InTASC 9)	4 3 2 1 0 N/O
	3. model professional attire and personal hygiene (InTASC 9)	4 3 2 1 0 N/O
	4. model educated language and behavior (InTASC 5)	4 3 2 1 0 N/O
	5. recognize my professional responsibility by being actively engaged in class (InTASC 9)	4 3 2 1 0 N/O
Is accountable	6. comply with university, SOE, school building, and district policies and procedures (InTASC 9)	4 3 2 1 0 N/O
	7. maintain professional relationships (InTASC 9)	4 3 2 1 0 N/O
Maintains confidentiality	8. maintain confidentiality of professional information (InTASC 9)	4 3 2 1 0 N/O
Competent	9. know that subject matter is not a fixed body of facts but is continuously evolving (InTASC 4)	4 3 2 1 0 N/O
Confident	10. show respect for the individual learner and/or diverse talents of all learners (InTASC 2)	4 3 2 1 0 N/O
	11. display a positive, enthusiastic attitude toward the discipline (InTASC 5)	4 3 2 1 0 N/O
Caring	12. believe all children can learn (InTASC 2)	4 3 2 1 0 N/O
	13. respect others as individuals with differing personal and family backgrounds and various skills, talents, and interests (InTASC 2)	4 3 2 1 0 N/O

Recommendation for Admission to BHSU Professional Teacher Preparation Program (check one)

Admit _____ Admit with reservations _____ Do not admit _____

Candidate's Signature _____

Comments (use back, if necessary) _____

Black Hills State University Professional Dispositions Assessment

Admission to the Professional Teacher Preparation Program

Completed by the practicum Clinical Educator

The Mission of the College of Education is to prepare competent, confident, and caring professionals.

Candidate Name _____ ID _____ Major _____

Evaluator's Name _____Position _____ Date _____

This form is used in making decisions regarding a candidate's admission to the BHSU College of Education Professional Teacher Preparation Program. It may also be used to document specific concerns about a candidate's behavior in relation to decisions regarding admission to the program.

Rating Scale: 4 = consistently; 3 = most of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O = not observed

Professional Conduct	The teacher candidate …	Rating
Demonstrates responsibility	1. is present, punctual, and prepared for class (InTASC 9)	4 3 2 1 0 N/O
	2. completes assigned tasks that demonstrate high personal standards and best effort (InTASC 9)	4 3 2 1 0 N/O
	3. models professional attire and personal hygiene (InTASC 9)	4 3 2 1 0 N/O
	4. models educated language and behavior (InTASC 5)	4 3 2 1 0 N/O
	5. recognizes her/his professional responsibility by being actively engaged in class (InTASC 9)	4 3 2 1 0 N/O
Is accountable	6. complies with university, SOE, school building, and district policies and procedures (InTASC 9)	4 3 2 1 0 N/O
	7. maintains professional relationships (InTASC 9)	4 3 2 1 0 N/O
Maintains confidentiality	8. maintains confidentiality of professional information (InTASC 9)	4 3 2 1 0 N/O
Competent	9. knows that subject matter is not a fixed body of facts but is continuously evolving (InTASC 4)	4 3 2 1 0 N/O
Confident	10. shows respect for the individual learner and/or diverse talents of all learners (InTASC 2)	4 3 2 1 0 N/O
	11. displays a positive, enthusiastic attitude toward the discipline (InTASC 5)	4 3 2 1 0 N/O
Caring	12. believes all children can learn (InTASC 2)	4 3 2 1 0 N/O
	13. respects others as individuals with differing personal and family backgrounds and various skills, talents, and interests (InTASC 2)	4 3 2 1 0 N/O

Recommendation for Admission to BHSU Professional Teacher Preparation Program (check one)

Admit _____ Admit with reservations _____ Do not admit _____

Practicum Clinical Educator Signature _____

Comments (use back, if necessary) _____

Black Hills State University Professional Dispositions Assessment
Admission to the Professional Teacher Preparation Program

Completed by any BHSU Faculty

The Mission of the College of Education is to prepare competent, confident, and caring professionals.

Candidate Name _____ ID _____ Major _____

Evaluator's Name _____Position _____ Date _____

This form is used in making decisions regarding a candidate's admission to the BHSU College of Education Professional Teacher Preparation Program. It may also be used to document specific concerns about a candidate's behavior in relation to decisions regarding admission to the program.

Rating Scale: 4 = consistently; 3 = most of the time; 2 = occasionally; 1 = rarely; 0 = never; N/O = not observed

Professional Conduct	The teacher candidate …	Rating
Demonstrates responsibility	1. is present, punctual, and prepared for class (InTASC 9)	4 3 2 1 0 N/O
	2. completes assigned tasks that demonstrate high personal standards and best effort (InTASC 9)	4 3 2 1 0 N/O
	3. models professional attire and personal hygiene (InTASC 9)	4 3 2 1 0 N/O
	4. models educated language and behavior (InTASC 5)	4 3 2 1 0 N/O
	5. recognizes her/his professional responsibility by being actively engaged in class (InTASC 9)	4 3 2 1 0 N/O
Is accountable	6. complies with university, SOE, school building, and district policies and procedures (InTASC 9)	4 3 2 1 0 N/O
	7. maintains professional relationships (InTASC 9)	4 3 2 1 0 N/O
Maintains confidentiality	8. maintains confidentiality of professional information (InTASC 9)	4 3 2 1 0 N/O
Competent	9. knows that subject matter is not a fixed body of facts but is continuously evolving (InTASC 4)	4 3 2 1 0 N/O
Confident	10. shows respect for the individual learner and/or diverse talents of all learners (InTASC 2)	4 3 2 1 0 N/O
	11. displays a positive, enthusiastic attitude toward the discipline (InTASC 5)	4 3 2 1 0 N/O
Caring	12. believes all children can learn (InTASC 2)	4 3 2 1 0 N/O
	13. respects others as individuals with differing personal and family backgrounds and various skills, talents, and interests (InTASC 2)	4 3 2 1 0 N/O

Recommendation for Admission to BHSU Professional Teacher Preparation Program (check one)

Admit _____ Admit with reservations _____ Do not admit _____

Any BHSU Faculty Signature _____

Comments (use back, if necessary) _____