

# SECONDARY LICENSURE PROGRAM with MASTER'S OF EDUCATION

## *Urban Institute for Teacher Education*

in partnership with  
Department of Education, Culture, & Society

This licensure option is designed for students who already hold a bachelor's degree and have completed coursework equivalent to the teaching major in the subject area in which they seek licensure. Students simultaneously complete licensure requirements through the UITE and Master's of Education requirements through the Department of Education, Culture, & Society.

**Education, Culture, & Society (ECS) Masters of Education:** The M.Ed. with Secondary Licensure program in the ECS Department is designed to prepare and work with teachers to be effective educators for the increasingly diverse classrooms of the Salt Lake region. The required coursework complements the secondary education licensure requirements and focuses on areas such as family and community partnerships, the meaning and art of teaching and learning in urban contexts, and linguistically diverse classrooms and communities. The goal of the ECS master's program is to provide practical and conceptual frameworks that teachers can use in the classroom to create equitable and academically challenging learning spaces.

**UITE Secondary Education:** The purpose of the UITE Secondary Teacher Licensure Program is to prepare junior high, middle school, and high school educators. Competent secondary teaching requires both in-depth knowledge of subject matter and skill in applying educational concepts and principles. Candidates for teacher licensure in secondary education take the required courses in a subject area (i.e., composite teaching major, teaching major, teaching minor – the teaching minor is not required, but is strongly recommended) and licensure courses through the College of Education to acquire pedagogical skills, and knowledge of students, families and urban communities.

**Utah Teacher Licensure:** Teaching licenses are granted by the Utah State Board of Education. The College of Education recommends candidates for the Utah Professional Teaching License grades 6-12, upon successful completion of the licensure program and exit exams. The sixth through twelfth grade license requires a coursework equivalent to a teaching major, and does not permit teaching in a self-contained elementary class. While not required, teaching minor coursework is strongly recommended.

**Utah ESL Endorsement:** All classes required by the Utah State Board of Education for an ESL endorsement are included in this licensure program. Every student completing this program will be eligible for the ESL endorsement on their initial teaching license.

**Advising:** Students will have a licensure advisor in the UITE, as well as a graduate advisor in the ECS department.



### Education, Culture, & Society

[ecs.utah.edu](http://ecs.utah.edu)

<p>Academic Advisor Jason Newnum 801-587-1223 <a href="mailto:jason.newnum@utah.edu">jason.newnum@utah.edu</a></p>	<p>Director of Graduate Studies Dr. Leticia Alvarez Gutiérrez 801-587-7814 <a href="mailto:leticia.alvarez@utah.edu">leticia.alvarez@utah.edu</a></p>
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### Urban Institute for Teacher Education

[uite.utah.edu](http://uite.utah.edu)

Senior Academic Advisor  
Sara Hatch Southwick  
801-581-6818  
[sara.hatch@utah.edu](mailto:sara.hatch@utah.edu)



*Program information is subject to change without notice. For the most up-to-date information, please contact the Urban Institute for Teacher Education.*

### CONTENT AREA INDEX OF CRITICALITY

Applicants to the Secondary Licensure Program must have completed a degree in one of the teaching major subject areas offered at the University of Utah. All degrees must be reviewed for equivalency. If an applicant's bachelor's degree is not in the subject they wish to teach, then the student must take coursework equivalent to the teaching major in that subject area. Coursework in teaching minor subject is encouraged, but not required. Applicants without the required background must contact the appropriate major advisor to determine what coursework must be completed prior to applying to the Secondary Licensure Program. Please note that Utah state licensure guidelines specify that secondary teachers may teach only in the areas for which they are licensed.

Teaching Majors (REQUIRED)	Teaching Minors (strongly recommended)	Index of Criticality *	Utah Grade Levels +
Biology Composite	Biology	3.2	7, 10-12
Chemistry	Chemistry	3.6	9-12
Earth Science Composite		3.2	8-9
English	English	2.8	6-12
	French	2.2	6-12
	Geography^	2.5	6-12
	Health Promotion & Education	2.5	7-12
History	History	2.3	6-12
Math (level 4)		4.0	6-12
	Math (level 3)	3.9	6-9
Physics	Physics	3.7	9-12
Spanish	Spanish	3.0	7-12
<b>K-12 Licensure Programs</b>			
Art Composite		2.8	K-12
Dance (must audition)		2.4	K-12
Film		-	K-12
Physical Education		2.1	K-12
Music**		2.8	K-12
Theatre (Drama)		2.7	K-12

\* Utah State Board of Education Index of Criticality (1/19) Note: Criticality may change from year to year and state to state.

4.0-4.9 = Critical Shortage

3.0-3.9 = Moderate Shortage

2.0-2.9 Minimal Shortage

1.0-1.9 Oversupply

^ Available at the University of Utah, but limited student teaching placements and jobs.

+ Grade level column represents typical job availability in Utah schools in a given academic subject area.

\*\*Music students must complete program through School of Music

#### DEPARTMENTAL ADVISOR CONTACT INFORMATION

Department	Advisor	Location	Phone	Email
<b>Fine Arts (Art, Dance, Theatre and Film)</b>	College of Fine Arts Advisors	161 ART, 126 MCD 216 PAB, 196 DGH	801-585-1416	<a href="mailto:advisor@finearts.utah.edu">advisor@finearts.utah.edu</a> Schedule an appointment <a href="https://advising.utah.edu/">https://advising.utah.edu/</a>
<b>Asst. Dean</b>	Kelby McIntyre-Martinez	216 MCD		<a href="mailto:kelby.mcintyre@utah.edu">kelby.mcintyre@utah.edu</a>
<b>Biology</b>	Biology Academic Advisor	135 Bldg 44	801-581-6244	<a href="mailto:advising@biology.utah.edu">advising@biology.utah.edu</a>
<b>Chemistry</b>	Chemistry Academic Advisor	HEB 2112	801-585-7284	<a href="mailto:advisor@chem.utah.edu">advisor@chem.utah.edu</a>
<b>Earth Science</b>	Michelle Tuitupou	383 FASB	801-581-6553	<a href="mailto:michelle.tuitupou@utah.edu">michelle.tuitupou@utah.edu</a>
<b>English</b>	Shawn Michael Adrian	3500 LNCO	801-581-5265	<a href="mailto:shawn.adrian@utah.edu">shawn.adrian@utah.edu</a>
<b>Geography</b>	Stacy Morris	106 Bldg 72	801-581-3822	<a href="mailto:stacy.morris@geog.utah.edu">stacy.morris@geog.utah.edu</a>
<b>Health</b>	Dave Belt	244 B HPER N	801-587-3374	<a href="mailto:dave.belt@utah.edu">dave.belt@utah.edu</a>
<b>History</b>	Amarilys Scott	310 CTIHB	801-581-6121	<a href="mailto:history-advising@utah.edu">history-advising@utah.edu</a>
<b>Mathematics</b>	Angie Gardiner	214 LCB	801-581-6837	<a href="mailto:advisor@math.utah.edu">advisor@math.utah.edu</a>
<b>Physics</b>	Cyri Dixon	240 CSC	801-587-0650	<a href="mailto:cyri.dixon@utah.edu">cyri.dixon@utah.edu</a>
<b>Foreign Language</b>	Olivia Davis	1400 LNCO	801-581-7561	<a href="mailto:olivia.davis@utah.edu">olivia.davis@utah.edu</a>
<b>Physical Education (ESS)</b>	Timothy Brusseau	241 HPR N	801-581-7558	<a href="mailto:Tim.brusseau@utah.edu">Tim.brusseau@utah.edu</a>
<b>Music (Choral)</b>	Jessica Napoles	256 DGH	801-581-7368	<a href="mailto:jessica.napoles@utah.edu">jessica.napoles@utah.edu</a>
<b>Music (Woodwind/String)</b>	Mark Ely	314 DGH	801-581-7163	<a href="mailto:mark.ely@music.utah.edu">mark.ely@music.utah.edu</a>
<b>Music (Brass/Percussion)</b>	Jared Rawlings	204 DGH	801-587-3691	<a href="mailto:j.rawlings@utah.edu">j.rawlings@utah.edu</a>

#### PROGRAM CURRICULUM

##### Suggested Courses Prior to Admission:

EDU 1010^	Intro to Teaching (3) <i>strongly recommended, but not required</i> <b>Field: 20 hours</b>
Ethnic Studies	ETHNC 2550, 2560, 2570, 2580 or 2590

NOTE: All ECS & at least one UITE licensure year EDU course must be taken at the graduate level to complete the requirements for a master's degree. If some course work was taken at the undergraduate level, please contact the ECS Program Advisor to determine if additional course work is necessary to fulfill the credit hour requirements for a master's degree.

## Secondary Licensure Requirements:

### Introductory Education Courses

Teaching Methods^	Teaching Methods course(s) in content area(s) (3-6 minimum)	license requirement only
ED PS 3721 (recommend), ED PS 6050, or FCS 5230	Adolescent Dev. Grades 7-12, Lifespan Development: Child/Adolescent, or Adolescence (3)	license requirement only
ECS 6632^	Research in Multicultural Ed (3) <b>Field: 18 hours</b> (If you took ECS 2150 Multicultural Ed. Contact ECS for an alternative ECS course).	ESL requirement

### Intermediate Education Courses

EDU 5/6200^	Teacher Language Awareness (3) <b>Field: 16 hours</b>	license & ESL requirement
ED PS 5/6151	Educational Applications of Technology Grades 6-12 (3)	license requirement only
ELP 6230	Introduction to Educational Law (3)	
SP ED 5012	Inclusive Classrooms (3)	license requirement only
SP ED 5/6021	Principles of Assessment & Data Based Decision Making (3)	license requirement only
SP ED 5/6022	Principles of Instruction & Behavioral Support (3)	license requirement only

### Advanced Education Courses

ECS 6645*	Assessment of Linguistically Diverse Populations (3) (Pre-requisites: ECS 2150/6632, EDU 6200, SPED 6021)	ESL requirement
ECS 6709*^	Building Family-School Partnerships for Youth Success (3) <b>Field: 32 hours</b> (Pre-requisite: ECS 2150/6632)	ESL requirement
ECS 6634*^	Foundations of Bilingual Bicultural Education (3) <b>Field: 6 hours</b>	

### Licensure Year Courses (19 hours)

<b>Fall Semester 7 hours</b> Up to three additional courses allowed this semester, but must NOT conflict with required licensure course work. <b>Limit additional field-based course work this semester</b>		
EDU 5/6490^	Field Practicum: Secondary (3) <b>Field: 9 hours a week</b>	license & ESL requirement
EDU 5/6201	Teaching Practices, Ethics & Professional Development (1 – online)	license requirement only
ECS 6647*^	Instr. Meth for Ling Diverse Populations (3) Methods <b>Field: 16 hours</b> (Pre-requisite: EDU 6200, Pre/Co-requisite: ECS 6645)	ESL requirement
<b>Spring Semester 12 hours</b> Pre-requisite: all pre-licensure and content courses must be completed prior to student teaching. Additional coursework during this semester is highly discouraged.		
EDU 5/6491	Professional Development & Teacher Research (3)	license requirement only
EDU 5/6495^	Student Teaching: Secondary (9) <b>Field: 12 weeks full-time</b>	license requirement only

\* Course has pre-requisites ^ Course has a field component, a cleared background check is required, see Application Procedures section for details.

**TOTAL LICENSURE HOURS: 55 minimum**

## ECS Masters of Education, Advanced Graduate Requirements:

12 hours - After finishing the licensure portion of the program, students must complete 12 additional hours in the Department of Education, Culture, & Society (ECS) to complete requirements for a Master's of Education degree		
ECS 6600 (3)	Introduction to Critical Cultural Studies in Education	Summer/Fall semester
2- ECS 6000 level courses (6)	Choice of 2 ECS 6000 level courses (See the ECS Faculty or Program Advisor for course options to complete remaining master's hours). Sample courses: <a href="#">ECS 6606 - Curriculum &amp; Critical Inquiry</a> ; <a href="#">ECS 6619 - Indigenous Epistemologies in Ed</a> ; <a href="#">ECS 6820 - Juvenile (IN) Justice &amp; Ed</a> ; <a href="#">ECS 6822 - Pacific Islander Indigenous Ed</a> ; <a href="#">ECS 6823 - Immigration &amp; Ed</a> ; <a href="#">ECS 6832 - Refugee Students/Ed</a> ; <a href="#">ECS 6833 - Latin@s &amp; Ed</a> ; <a href="#">ECS 6636 - Literacy as Cultural Practice</a> ; <a href="#">ECS 6639 - Lang. &amp; Community</a> ; <a href="#">ECS 6852 - History of American Ed</a>	Fall/Spring/Summer
ECS 6960 (3)	M.Ed. Comprehensive Exam	Fall/Spring semester

**TOTAL ECS ADVANCED GRADUATE HOURS: 12 minimum**

**Total M.Ed with Secondary Licensure Program Hours: 67**

### Typical Pre-Licensure Scheduled Frequency of Course Offerings

\*\*subject to change without notice, this is general info only, not a guarantee!\*\*

<b>Every Semester</b>	
EDU 1010	SP ED 6021
ECS 6632	SP ED 6022
ECS 6645	ECS 6647

<b>Once or Twice a Year</b>	
EDU 6200 – Fall & Spring	ECS 6634 - Spring
ECS 6709 – Fall & Spring	ED PS 6151 – Fall
ELP 6230 – Summer	SPED 5012 – Spring & Summer

## APPLICATION DEADLINES

<b>UITE</b> <b>Application Deadline:</b> <b>FEBRUARY 1<sup>ST</sup></b> <a href="http://uite.utah.edu">uite.utah.edu</a>	<b>Education, Culture, &amp; Society</b> <b>Application Deadline:</b> <b>NOVEMBER 1<sup>ST</sup> &amp; MARCH 1<sup>ST</sup></b> to begin Spring or Summer/Fall semester <a href="http://ecs.utah.edu">ecs.utah.edu</a>
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## UITE LICENSURE APPLICATION PROCEDURES

Students must apply separately, yet simultaneously, to the UITE and ECS. This section details the application process for the UITE (licensure) program. Application procedures for the M.Ed. in ECS are available separately through the Secondary Advisor or the respective graduate department.

1. Submit the Application for Admission to the Secondary Licensure Program with M.Ed. This application includes items pertaining to your educational and professional background. The application is available on the Urban Institute for Teacher Education website [www.uite.utah.edu](http://www.uite.utah.edu).
1. Submit official Transcripts from all colleges and universities previously attended, including the University of Utah, no matter how long ago or how little credit was earned. This includes all correspondence and/or foreign credit. Electronic transcripts are preferred. Applicants should have transcripts emailed to them then uploaded to the application. Paper transcripts must be in sealed envelopes with a stamp over the seal and sent directly to the UITE.
2. Transcripts must be in sealed envelopes with a stamp over the seal. Official transcripts can be picked up by the candidate and included in the application packet or mailed directly to the secondary education advisor at the UITE. Electronic transcripts may also be submitted directly to the UITE.
3. Statement of Purpose (2-3 pages). Submit a statement informing the Admissions Committee of your strengths as a candidate in the teacher education program in the Urban Institute for Teacher Education at the University of Utah. Essays should be approximately two pages in length and may be double-spaced. Your essay will be evaluated on its content as well as your ability to convey your ideas in formal academic language using standard writing conventions. Use the following rubric to assist in writing your statement.

Criteria	INADEQUATE	ADEQUATE
<b>Illustrate your commitment and passion to the teaching profession</b>	The writer does not provide an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement does not convey the writer's passion to the teaching profession.	The writer provides an illustration of a commitment to teaching based on <i>relevant</i> past experiences working with youth and future goals for teaching in K-12 schools. The statement adequately conveys the writer's passion to the teaching profession.
<b>Discuss your commitment to the mission of the Urban Institute for Teacher Education (UITE) with regard to diversity &amp; multicultural education</b>	The writer does not provide sufficient evidence of a commitment to the mission of the UITE and to issues related to diversity, including but not limited to language, culture, ability and does not address why the writer is committed to this mission.	The writer provides sufficient evidence of a clear commitment to the mission of the UITE and to issues related to diversity in its varied forms, including but not limited to language, culture, & ability & addresses why the writer is committed to this mission.
<b>Demonstrate your ability to think deeply about &amp; analyze contemporary educational issues</b>	The writer does not provide evidence that the writer can think deeply about contemporary educational issues that affect youth in today's society.	The writer provides clear evidence that the writer can think deeply about contemporary educational issues that affect youth in today's society.
<b>Attend to overall organization &amp; flow of your statement &amp; clarity of your writing</b>	The writer's statement is generally unclear and/or not succinct and/or may be rambling and/or meaning is hidden and/or paragraphs poorly structured. No structure is used to convey ideas.	The writer's statement is clear and succinct, and paragraphs are well organized. Meaning is clear to readers. The writer uses an appropriate structure to convey ideas.
<b>Attend to standard conventions of writing, including spelling, usage, punctuation &amp; grammar</b>	The writer does not use standard conventions of writing or makes many errors in spelling, usage, punctuation or grammar. The writing piece does not look presentable.	The writer uses all standard conventions or writing with few or no errors in spelling, usage, punctuation and grammar. The writing piece looks presentable.

<b>Use formal academic language rather than colloquial or informal conversation</b>	The writer uses conversational &/or colloquial language—use of contractions (isn't, doesn't, shouldn't); & informal vocabulary terms such as “and so,” “like,” “get,” “very,” “of course,” “a lot,” “lots,” “good,” “really,” “kind of.”	The writer addresses the Admissions Committee and uses formal academic language throughout the statement.
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4. **Praxis II Content Knowledge Tests.** Take and pass the Praxis II test in the content areas of your teaching major and teaching minor at least 6-8 weeks prior to the deadline. **Praxis II scores are not sent to the University of Utah. Students must submit a copy of their full 3-page score report with their application.** Praxis II scores are valid for 5 years.

<b>Registration</b>	Register online at <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> . Registration deadlines are at least onemonth prior to the test date. Register early to secure a spot at your preferred testing location.	
<b>Test Dates</b>	Check the website for available dates. Some tests are not offered very frequently, so please check dates early to find the test date that will allow you to submit scores by the deadline. Most tests are offered every other month.	
<b>Test Preparation</b>	Go to <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> and click on “Prepare for a Test” under the heading “For Test Takers.” The drop down menu has subjects listed alphabetically. Additionally, the Marriott Library has some study guides available. Go to <a href="https://lib.utah.edu/">https://lib.utah.edu/</a> . Click on “Library Catalog” and enter Praxis Study Guides.	
<b>Retrieving your Scores</b>	<b>Students are responsible for submitting a copy of their full score report (3 pages) with their application packet.</b> You must retrieve your scores online by logging into the ETS website to view and print your scores. Dates when scores will be available are published on the ETS website. Please begin checking for your score report 2-3 weeks after you have taken the test.	
<b>IMPORTANT</b>	<b>**Score reports are only available for 45 days after they are posted.**</b>	
<b>Test Codes</b>	Art – 5134 Biology – 5235 Chemistry – 5245 Earth & Space Science – 5571 English – 5039 English to Speakers of Other Languages (ESL) – 5362	Geography – 5921 Health – 5551 History, World & US – 5941 Math – 5161 Physics – 5265 Spanish – 5195 Theatre – 5641

5. **Major/Minor Sign-Off Sheets.** Submit a degree or course equivalency sign-off sheet. Forms are available on the UITE website. Applicants must meet with the major/minor departmental advisor to have the forms completed. Forms must then be uploaded to the application.
6. **Letters of Recommendation.** Three (3) letters of recommendation are required to be included in the admissions application. Letters should be written by individuals who know the applicant on a professional and/or academic level, and who have insight into the educational experiences, intellectual abilities, and professional temperament of the applicant. Letters should not be more than one year old from the time of submission of application. **Note: Family, friends, and religious advisors are considered inappropriate references.** Submit a letter in each of the following areas:
- Academic:** This letter must be written by a professor in your **major** subject area, who can speak to your intellectual performance and scholastic abilities.
  - General Academic:** This letter must be written by another university or college instructor who is able to speak to your ability to complete a master's degree program.
  - Teaching & Working with Youth:** This letter should be written by a professional educator who has supervised and/or observed you while you interacted with junior high and/or high school age children in an **academic setting**. (Recommended sources include volunteer work or practicum experiences in public school)

**If you intend to use the same letters of recommendation for your licensure and master's applications, you will need to have them upload copies to both applications (UITE and the University of Utah's Slate Online Application System).**



7. **Background Check:** Complete a State & Federal Background Check required by the state. Please initiate this fingerprinting process **at least one month prior** to the deadline. Background checks expire after 5 years, and may need to be renewed in order to be recommended for your teaching license. To initiate the background check and fingerprinting process, please complete the following steps found at our website: <https://uite.utah.edu/students/background-check/>.
- Go to <https://usims.schools.utah.gov/>
  - Select “Background Check” application and follow the prompts.
  - Select the “Live Scan” method for the fingerprinting process.
  - You will receive two different emails. Once you have the form you will need to take it to the Bureau of Criminal Identification (BCI) to complete the fingerprinting process. The BCI is located at 3888 W. 5400 S., Taylorsville, UT 84119. They are open Monday-Friday from 8:00 am to 5:00 pm.
  - An additional charge of \$15 must be paid at the BCI to complete your fingerprinting. You must take the generated live scan form from the USBE website with you to BCI to complete your fingerprinting process.
  - Submit to the Secondary Advisor a copy of the generated Live Scan form or a receipt from the BCI as proof that you have initiated this process.

You have 30 days from the time you initiate your background check with the USBE online to complete the fingerprinting process with BCI. You must take the generated Live Scan form from the USBE website with you to BCI to complete your fingerprinting process, otherwise your results will not be sent to the USBE. If you do not take the form with you, or if you do not complete the fingerprinting process within 30 days, you will have to begin the process over again.

**Note: If you wish to take any field-based courses prior to applying to the licensure program, you must complete this background check prior to taking your first field-based course. Submit documentation to the Secondary Advisor one month before the course begins.**

### **UITE EXIT EXAMS & REQUIREMENTS**

**Praxis II ESL:** Students must take the Praxis II ESL Content Knowledge Test in order to be recommended for the ESL endorsement along with their initial teaching license. The full score report (3 pages) must be submitted to the Secondary Advisor.

#### **Praxis Performance Assessment for Teachers (PPAT)**

Teacher Candidates at the University of Utah are expected to comply with Utah State Board of Education requirements for performance assessment. The University of Utah uses the Praxis Performance Assessment for Teachers (PPAT) as a criterion for licensure recommendations. Please see <https://www.ets.org/ppa/test-takers/teachers/about> as well as program handbooks for more information.

**Capstone/Comprehensive Exam:** Please work with your graduate department to complete this capstone requirement during Spring semester of the licensure year.

**Oral Proficiency Interview:** Students completing licensure in a foreign language must pass an Oral Proficiency Interview in that language before they can be recommended for their teaching license. Proficiency must be demonstrated through an official OPI from the American Council on the Teaching of Foreign Languages (ACTFL) administered by Language Testing International <http://www.languagetesting.com/>. The OPI is an internationally recognized test, and ratings will be valid for licensure in most states, as well as in many other professional applications. Students must receive a rating of advanced-low or higher. Students must submit a copy of their rating report to the secondary education advisor by the end of their student teaching experience in order to be recommended for licensure in the language.

### **UITE ADMISSIONS POLICIES**

**Minimum Standards for Application:** Due to the competitive nature of the licensure program, meeting minimum admissions standards does not guarantee acceptance into the teacher licensure program. Admission preferences will be given to applicants who will teach in areas of greatest need, based on the information provided in the Index of Criticality. Applicants with a teaching minor in addition to their teaching major will also be given preference.

**Incomplete Applications:** The UITE is not responsible for any materials missing from application files. Complete files will be reviewed by the Admissions Committee. It is the responsibility of each applicant to ensure that all admissions materials, including transcripts, test scores and letters of recommendation, are submitted prior to the deadline. Incomplete files may not be reviewed.

**Deadlines and Notification:** Applications are accepted once a year: February 1<sup>st</sup>. Applicants will be notified, in writing, whether or not they have been accepted into the secondary licensure program approximately 6-8 weeks after the deadline. Applicants have the opportunity to appeal the decision to the Director of the UITE within 14 business days following notification of the admissions decision. Names of accepted applicants will be forwarded to the department in which the student is applying for the Master’s of Education. ECS will review completed files for acceptance into their respective graduate programs; notification of which will come from the department and the Admissions Office.

**Application Files:** Application files become the property of the Urban Institute for Teacher Education and will not be returned to the applicant, nor can any part of the file be forwarded for scholarship application purposes, including letters of recommendation.

**Nondiscrimination Policy:** The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to all programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, 801-581-8365 (voice or TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.

### **UITE PROGRAM POLICIES**

**Background Check:** In order to participate in any field-based course in the licensure program, students must pass a State and Federal background check and have the results sent to the Utah State Board of Education. Background checks expire after 5 years, and may need to be renewed during your program and in order to be recommended for your teaching license.

**Fall Semester Licensure Year Time Commitment:** During Fall semester of the licensure year, EDU 6490 has students in class or in the public schools from 7:30-10:30 (plus travel time to and from the schools) 3 days a week. EDU 6201 is an online component to the field work. Students may take a maximum of 3 extra classes in the afternoon/evening. Due to travel from local public schools, we advise NOT taking additional classes prior to 12:00 pm. Please be aware of the time constraints affiliated with school-based classes.

**Spring Semester Licensure Year Time Commitment:** During Spring semester of the licensure year, students will assume the responsibilities of a regular classroom teacher. The time commitment during this phase of the program is extensive (i.e., 12 weeks of student teaching). Students are expected to be in schools for full school days (i.e., 7:30 am – 3:30 pm, daily) as well as attend a weekly seminar held in the evening. The remaining weeks of spring semester will be spent in closing cohort activities and completing course-related assignments. Because of the intensive time commitment, working outside of school and/or taking extra classes will likely present extreme hardship. Additional coursework is strongly discouraged during this semester.

**Student Teaching Placements:** During the licensure year teacher candidates teach under the guidance of a classroom teacher and a supervisor employed by the Urban Institute for Teacher Education. Student teaching assignments are located in a group of specifically selected schools in which teacher candidates observe and practice teaching methods. Student teaching placements are arranged by the supervisor in consultation with the teacher candidate and school personnel. Due to the volume of student teaching placements and the variety of major/minor emphasis areas, personal circumstances (i.e., commute, etc.) are not criteria for placement. Working outside of school and/or taking additional classes will present excessive time demands.

**Student Code:** Letters indicating possible violations of the student code, and appropriate responses will be placed in the student's file ([www.sa.utah.edu/code](http://www.sa.utah.edu/code)).

**GPA Requirements:** Applicants to the graduate licensure programs must have a cumulative GPA of 3.0 or higher on undergraduate coursework (on a 4.0 scale). Once admitted, a teacher candidate must maintain at least a 3.0 GPA in all coursework. If a teacher candidate fails to maintain a 3.0 GPA, they will be placed on scholastic probation and may not register for any licensure year courses.

**Grade Requirements:** Students must earn a "B+" or better in all coursework. Teaching methods courses and all pre-licensure courses must be completed with a grade of "B+" or better in order to advance to student teaching. If a student receives less than a "B+" in any licensure year course, they will be placed on scholastic probation and not allowed to student teach.

**Equivalent Courses:** A formal request must be made by students for course equivalencies for the licensure program by submitting course syllabi and transcripts for review. Approval of course equivalencies for the licensure program is required from the Director of the Urban Institute for Teacher Education. All courses taken to complete the M.Ed. degree must be taken at level 6000 or higher. Please contact the faculty advisor in ECS or ELP to determine if coursework taken outside the areas listed above will count towards the completion of the master's degree.

**Pre-Licensure Year Pre-requisites & Offerings:** All pre-licensure courses must be complete before starting the spring semester of the Licensure Year. Pre-licensure courses are not guaranteed to be offered every semester. Students are encouraged to meet with the Secondary Advisor in the UITE to receive the most current course scheduling information.

**Time Limit:** University policy states that students must complete a master's degree within 4 years. Applicants to the licensure programs apply to and are saved to a specific licensure year.

## **UTAH LEGAL POLICIES**

**Background Check for Initial Licensure:** By legislative mandate, applicants for teaching licenses in Utah are required to have completed and passed a background check, including fingerprinting. Background clearance expires after 5 years, and may need to be renewed during the program, in order to be recommended for a teaching license.

**Criminal Conviction:** Teacher licensure may be denied by the state of Utah because of previous criminal conviction. You must contact the Associate Dean for Professional Education of the College of Education before proceeding with your program in teacher licensure if you have any questions about your status. The Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Office of Education, 250 East 500 South, Salt Lake City, Utah 84111, reviews all such cases.

## **ECS APPLICATION PROCEDURES**

Prospective graduate students apply for admission through the University of Utah Slate online application system at <https://admissions.utah.edu/apply> or through the ECS department website at [ecs.utah.edu/admissions](https://ecs.utah.edu/admissions) NOTE: We do not require a GRE test score for admissions.

IMPORTANT: Under the Program Information section on the AY application, first choose your program of interest, which is Education - Culture & Society MED. Then choose your area of emphasis, which is Secondary Licensure.

In addition to completing the AY online application; under the Academic Interests and Background section on the AY application you will need to upload the following:

1. Transcripts: Official Copies of transcripts from all colleges and universities attended. If admitted, official copies must also be submitted to the U of U Admissions Office for verification.
2. Personal Statement: Education, Culture & Society is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class, race, ethnicity, sexuality, and gender in educational policies and practices. What are some of your goals, aspirations, and research interests, and how will these help develop, enhance, and define the ECS department? How do you envision contributing to and affecting social justice in education?
3. Resume: Resume or vita including any relevant experiences in equity and diversity in an educational setting or background.
4. Letters of Recommendation: You may choose to use the same letters of recommendation for both the UITE and ECS application. These letters must be submitted through the AY application system.

## **ECS ADMISSIONS POLICIES**

**Minimum Standards for Application:** Applicants must fulfill all requirements of the University of Utah Graduate School in order to be considered. In addition, applicants applying for simultaneous secondary licensure and M.Ed. in ECS must be accepted into the UITE department as a condition of acceptance into ECS.

**Incomplete Applications:** The ECS department is not responsible for any materials missing from application files. Complete files will be reviewed by the Admissions Committee. It is the responsibility of each applicant to ensure that all admissions materials, including all application items listed above and letters of recommendation are submitted prior to the deadline. Incomplete files may not be reviewed.

**Deadlines and Notification:** Applicants will be notified, via email, whether or not they have been accepted into the master's program approximately 6-8 weeks after the deadline.

**Application Files:** Application files become the property of the ECS Department and will not be returned to the applicant, nor can any part of the file be forwarded for scholarship application purposes, including letters of recommendation.

**Nondiscrimination Policy:** The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as a person with a disability. Religion, sexual orientation, and status as a disabled veteran or veteran of the Vietnam era also are protected under nondiscrimination and equal opportunity employment policies. The University seeks to provide equal access to all programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, 801-581-8365 (voice or TDD). Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.



## **INTERNET RESOURCES**

Urban Institute for Teacher Education:  
[uite.utah.edu](http://uite.utah.edu)

Education, Culture, & Society:  
[ecs.utah.edu](http://ecs.utah.edu)

Admissions Office:  
<http://admissions.utah.edu/>

Graduate School:  
[www.gradschool.utah.edu](http://www.gradschool.utah.edu)

Class Catalog & Schedules:  
<https://catalog.utah.edu/#/home>

Campus Information System:  
[www.go.utah.edu](http://www.go.utah.edu)

U of U Career Services:  
<http://careers.utah.edu>

Tuition Information:  
<http://fbs.admin.utah.edu/income/>

College of Education Scholarships:  
<https://education.utah.edu/students/scholarship-guide.php>

Financial Aid & Scholarship Office:  
<http://financialaid.utah.edu/>

Utah State Board of Education:  
<https://www.schools.utah.gov>

USBE List of Endorsement Areas:  
<https://schools.utah.gov/licensing/endorsements>

USBE Alternative Routes to Licensure:  
<https://schools.utah.gov/licensing/appel>