

SECONDARY LICENSURE PROGRAM with MASTER'S OF EDUCATION
Urban Institute for Teacher Education
 in partnership with the Departments of
Education, Culture, & Society and Educational Leadership & Policy

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 either the Department of Education, Culture, & Society or the Department of Educational Leadership & Policy.

Master's of Education: Students choose to earn a M.Ed. degree through one of two departments in the College of Education:

Education, Culture, & Society: The M.Ed. program in the Education, Culture, & Society 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 in the program 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 Education, Culture, & Society 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.

Educational Leadership & Policy: The focus of the Teacher Leadership M.Ed. program is to support educators in developing the knowledge and skills essential for effective teacher leadership within schools and to develop a knowledge base in becoming educational change agents. The coursework required will help develop both conceptual and practical understandings in teacher instructional leadership. The mission of the Teacher Leadership master's program is to develop teacher leaders who have the appropriate knowledge and skills to raise student achievement, to close the achievement gap, and to create democratic and just school communities.

Secondary Education: The purpose of the 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.

Teacher Licensure: Teaching licenses are granted by the Utah State Board of Education. The College of Education recommends candidates for the Utah Level I 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.

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 an advisor in the department in which they choose to receive the Master's of Education degree.

Urban Institute for Teacher Education



Secondary Advisor
 Sara Hatch Southwick
 801-581-6818
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Academic Bridge Coordinator
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uite.utah.edu

Education, Culture, & Society

ecs.utah.edu

Academic Coordinator
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Educational Leadership and Policy

elp.utah.edu

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

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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 strongly 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 +
Art Composite		2.6	6-12
Biology Composite	Biology	3.3	7, 10-12
Chemistry	Chemistry	3.7	9-12
Dance (must audition)		2.8	7-12
Earth Science Composite		3.4	8-9
English	English	2.8	6-12
	French		
	Geography^	2.6	6-12
	Health Promotion & Education	2.6	7-12
History	History	2.3	6-12
Math (level 4)		4.1	6-12
	Math (level 3)	3.9	6-9
Physics	Physics	3.8	9-12
Spanish	Spanish	2.9	7-12
Theatre (Drama)		2.8	7-12
Physical Education (through Exercise & Sports Science) and Music are k-12 licensure programs offered through those individual departments			
Physical Education (ESS)		2.2	k-12
Music		2.6	k-12

* Utah State Board of Education Index of Criticality (11/16) 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.

DEPARTMENTAL ADVISOR CONTACT INFORMATION

Department	Advisor	Location	Phone	Email
Art	College of Fine Arts Advisors	161 ART 126 MCD 216 PAB 270 ART	801-585-1416	advisor@finearts.utah.edu
Biology	Denise Brenes, or Teshia Griswold	135 Bldg 44	801-581-6244	advising@biology.utah.edu
Chemistry	Natascha Knowlton	2112 HEB	801-585-7284	advisor@chem.utah.edu
Dance	Pam Geber-Handman	216 MCD	801-587-9806	p.geber@utah.edu
Earth Science	Erich Petersen	319 FASB	801-581-7238	erich.petersen@utah.edu
English	Shawn Michael Adrian	3500 LNCO	801-581-5265	shawn.adrian@utah.edu
Geography	Stacy Morris	106 Building 72	801-581-8218	stacy.morris@geog.utah.edu
Health	Hailey Nielson	200 HPER N	801-587-3962	hailey.nielson@utah.edu
History	Amarilys Scott	310 CTIHB	801-581-6121	history-advising@utah.edu
Mathematics	Angie Gardiner	214 LCB	801-581-6837	advisor@math.utah.edu
Physics	Tamara Young	202 JFB	801-581-7910	tamara@physics.utah.edu
Foreign Language	Lucia Rubio (Spanish only) Lisa Hutton (Spanish/French)	1228 LNCO	801-585-3006	lucia.rubio@utah.edu
Theatre	Xan Johnson	206 ART	801-581-4927	xan.s.johnson@utah.edu

Physical Education (ESS)	Timothy Brusseau	241 HPR N	801-581-7558	Tim.brusseau@utah.edu
Music (Choral)	Jessica Napoles	256 DGH	801-581-7368	jessica.napoles@utah.edu
Music (Woodwind/String)	Mark Ely	314 DGH	801-581-7163	mark.ely@music.utah.edu
Music (Brass/Percussion)	Jared Rawlings	204 DGH	801-587-3691	j.rawlings@utah.edu

PROGRAM CURRICULUM

Suggested Courses Prior to Admission:

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

Secondary Licensure Requirements:

Pre-Licensure Courses (36 hours minimum)

Introductory Education Courses

Teaching Methods+ [^]	Teaching Methods course(s) in content area(s) (3-6 minimum)	license requirement only
ECS 2150+* [^]	Multicultural Education (3) Field: 18 hours <i>Pre-requisite: Ethnic Studies</i>	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)	

Intermediate Education Courses

EDU 6200	Teacher Language Awareness (3) Field: 16 hours
ED PS 6151	Educational Applications of Technology Grades 6-12 (3)
ELP 6410	Introduction to Educational Law (3)
SP ED 5012	Inclusive Classrooms (3)
SP ED 6021	Principles of Assessment & Data Based Decision Making (3)
SP ED 6022	Principles of Instruction & Behavioral Support (3)

Advanced Education Courses

ECS 6645*	Assessment of Linguistically Diverse Populations (3) <i>Pre-requisites: ECS 3150, EDU 6200, SPED 6021</i>
ECS 6709* [^]	Building Family-School Partnerships for Youth Success (3) Field: 32 hours <i>Pre-requisite: ECS 3150</i>
ECS 6647* [^]	Inst Meth for Ling Diverse Populations (3) Field: 16 hours <i>Pre-requisite: EDU 6200, Pre/Co-requisite: ECS 6645</i>

Licensure Year Courses (19 hours)

Fall Semester 7 hours		
Up to three additional courses allowed during this semester, but must NOT conflict with required licensure course work		
limit additional field-based course work this semester		
EDU 6490 [^]	Field Practicum: Secondary (3) Field: 9 hours a week	
EDU 6201	Seminar in Language Awareness (1 – online)	
ECS 6715	Urban Education (3)	
Spring Semester 12 hours		
Pre-requisite: all pre-licensure and content courses must be completed prior to student teaching		
additional coursework during this semester is highly discouraged		
EDU 6491	Professional Development & Teacher Research (3)	
EDU 6495+ [^]	Student Teaching: Secondary (9) Field: 12 weeks full-time	license requirement only

TOTAL LICENSURE HOURS: 55 minimum

+ Course counts only towards licensure, does not fulfill master's requirements. A minimum of 30 graduate credit hours is required to complete the master's degree.

* Course has pre-requisites

[^] Course has a field component, a cleared background check is required, see Application Procedures section for details.

Master's of Education, Advanced Graduate Requirements

See the ECS Faculty Advisor or the ELP Program Advisor for a list of course options to complete remaining master's hours.

Education, Culture, & Society: 6 hours
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Educational Leadership & Policy: 12 hours

Total Program Hours: 61

Total Program Hours: 67

NOTE: All courses 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 Graduate Program Advisor to determine if additional course work is necessary in order to fulfill the credit hour requirements for a master's degree.

Typical Pre-Licensure Course Offerings

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

<u>Every Semester</u>			<u>Once or Twice a Year</u>	
EDU 1010	ED PS 3030	SP ED 6021	EDU 6200 – Fall & Spring	LING 6812 – Fall
ECS 2150	Adolescent Psych.	SP ED 6022	ECS 6709 – Fall & Spring	ED PS 6151 – Fall
ECS 6645			ELP 6410 – Fall	SPED 5012 – Spring & Summer

APPLICATION DEADLINES

UITE Application Deadline: FEBRUARY 1ST uite.utah.edu	&	Education, Culture, & Society Application Deadline: FEBRUARY 1ST to begin Summer or Fall semester ecs.utah.edu	or	Educational Leadership & Policy Application Deadline: MARCH 1ST to begin Summer or Fall semester elp.utah.edu
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UITE LICENSURE APPLICATION PROCEDURES

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

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.
2. 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. 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.
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
Illustrate your commitment and passion to the teaching profession	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.
Discuss your commitment to the mission of the Urban Institute for Teacher Education (UITE) with regard to diversity and multicultural education	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 Urban Institute of Teacher Education and to issues related to diversity in its varied forms, including but not limited to language, culture, and ability and addresses why the writer is committed to this mission.
Demonstrate your ability to think deeply about and analyze contemporary educational issues	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.
Attend to the overall organization and flow of your statement and clarity of your writing	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.
Attend to standard conventions of writing, including spelling, usage, punctuation and grammar	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.

Use formal academic language rather than colloquial or informal conversation	The writer uses conversational and/or colloquial language—use of contractions (isn't, doesn't, shouldn't); and 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.

Registration	Register online at www.ets.org/praxis . Registration deadlines are at least one month prior to the test date. Register early to secure a spot at your preferred testing location.	
Test Dates	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.	
Test Preparation	Go to www.ets.org/praxis 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 www.lib.utah.edu/portal/site/marriottlibrary , click on “Library Catalog” and enter Praxis Study Guides.	
Retrieving your Scores	Students are responsible for submitting a copy of their full score report (3 pages) with their application packet. 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.	
IMPORTANT	**Score reports are only available for 45 days after they are posted.**	
Test Codes	Art – 5134 Biology – 5235 Chemistry – 5245 Earth & Space Science – 5571 English – 5039 English to Speakers of Other Languages (ESL) – 5361	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 be submitted in a sealed envelope with the advisor’s signature over the seal.
6. **Letters of Recommendation.** Three letters of recommendation must be submitted. Letters must be typed on official letterhead from the recommender’s organization. Please ask your recommender to attach a recommendation form to their letter (forms are available on the UITE website). Letters and forms must be in a sealed envelope with the recommender’s signature over the seal. **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 schools affiliated with university coursework.)

If you intend to use the same letters of recommendation for your licensure and master’s applications, you may have your letters submitted electronically through ApplyYourself. The graduate department will forward them to the UITE. The graduate department does require electronic letters of recommendation.

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 3 years, and may need to be renewed in order to be recommended for your teaching license.
 - a. Go to www.utah.gov/teachers
 - b. Select “Background Check” application and follow the prompts.
 - c. Select the “Live Scan” method for the fingerprinting process.
 - d. 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., West Valley City, UT 84119. They are open Monday-Friday from 8:00 am to 5:00 pm.
 - e. 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.
 - f. 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 and pay the initial \$40 fee to the USBE 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.

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.

Capstone Action Research Project: As the capstone requirement for the master’s degree, students will complete a writing project in conjunction with the student teaching seminar 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.

Praxis II PLT: Students are encouraged to take the Praxis II PLT: Principles of Learning & Teaching exam during or immediately following their student teaching experience. State law requires students to pass this test within 3 years of being recommended for their initial teaching license.

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 1st. 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 and ELP 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 3 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. ECS 6715 is offered at variable times. 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 Teaching License: Teacher candidates must obtain a student teaching license prior to their student teaching experience. Go to www.utah.gov/teachers and click “Student Licenses.” If a student does not have background clearance, the system will automatically divert to the fingerprinting portion of the site first.

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).

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 “C+” or better in all coursework. Teaching methods courses and all pre-licensure courses must be completed with a grade of “C+” or better in order to advance to student teaching. If a student receives less than a “C+” 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. Students choosing to receive a master's degree in Teacher Leadership through ELP have the option to re-enter the M.Ed. program in ELP within five years of graduation to complete administrative licensure as a non-degree seeking student (financial aid may or may not be available).

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 3 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.

INTERNET RESOURCES

Urban Institute for Teacher Education:

uite.utah.edu

Education, Culture, & Society:

ecs.utah.edu

Educational Leadership and Policy:

elp.utah.edu

Admissions Office:

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

Graduate School:

www.gradschool.utah.edu

Class Catalog & Schedules:

www.utah.edu/students/catalog.html

Campus Information System:

go.utah.edu

Tuition Information:

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

College of Education Scholarships:

<http://education.utah.edu/students/financial-aid.php>

Financial Aid & Scholarship Office:

<http://financialaid.utah.edu/>

U of U Career Services:

<http://careers.utah.edu>

Utah State Board of Education:

www.schools.utah.gov

USBE List of Endorsement Areas:

www.schools.utah.gov/cert/Endorsements-ECE-License.aspx

USBE Alternative Routes to Licensure:

www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx

**Education, Culture, & Society Masters of Education with Secondary Licensure
Supplemental Packet**

ECS Academic Coordinator
Michelle Turner
801-587-7814
michelle.turner@utah.edu

UITE Secondary Advisor
Sara Hatch Southwick
801-581-6818
sara.hatch@utah.edu

Academic Bridge Coordinator
Karla Motta
801-581-5791
karla.motta@utah.edu

After finishing the licensure portion of the program, students must complete 6 additional hours in the Department of Education, Culture, & Society to complete requirements for a Master's of Education degree.

Licensure Hours: 58 minimum

(see the Secondary Licensure Program with Master's of Education program packet for details)

Advanced Graduate Requirements: 6 hours

6 hours of approved elective credit, see the ECS Faculty Advisor for course approval

Total Program Hours: 64 minimum

ECS APPLICATION PROCEDURES

Education, Culture, & Society
Application Deadline: FEBRUARY 1st
to begin Summer or Fall semester
ecs.utah.edu

Urban Institute for Teacher Education
Application Deadline: FEBRUARY 1st
uite.utah.edu

Prospective graduate students apply for admission through the University of Utah Apply Yourself (AY) online application system at admissions.utah.edu/apply/graduate/ or through the ECS department website at 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.

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 of February 1st. Incomplete files may not be reviewed.

Deadlines and Notification: Applications are accepted once a year: deadline is February 1st. 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. Names of accepted applicants will be forwarded to the Urban Institute for Teacher Education.

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.

**Educational Leadership and Policy Masters of Education with Secondary Licensure
Supplemental Packet**

ELP Academic Coordinator
Marilynn Howard
801-581-6714
marilynn.howard@utah.edu

ELP K12 Program Director
Shari Fraser
801-581-6714
shari.fraser@utah.edu

UITE Secondary Advisor
Sara Hatch Southwick
801-581-6818
sara.hatch@utah.edu

After finishing the licensure portion of the program, students must complete 12 additional hours in the Department of Educational Leadership & Policy to complete requirements for a Master's of Education in Teacher Instructional Leadership.

Licensure Hours: 55 minimum

(see the Secondary Licensure Program with Masters of Education program packet for details)

Advanced Graduate Requirements (courses must be approved by Shari Fraser)

For an M.Ed specific to Teacher Instructional Leadership; choose 4 of the options below

ELP 6130 Professional Learning Communities (3)	Fall Semester
ELP 6411 Legal and Policy Foundations of Special Education (3)	Spring Semester
ELP 6010 Evidence Based Decision Making (3)	Spring Semester
ELP 6430 Politics of Education (3)*	Spring Semester
ELP 6400 Foundation of Educational Organizations (3)	Summer Semester
ELP 6480 Leadership, Diversity and Social Justice (3)*	Summer Semester

*denotes that this course will apply toward the K12 School Administration Option

Students choosing to receive a master's degree in Teacher Instructional Leadership through ELP have the *option to apply to the K12 School Administration M.Ed. program within five years of graduation to complete administrative licensure.

ELP APPLICATION PROCEDURES

Educational Leadership & Policy
Application Deadline: MARCH 1st
www.ed.utah.edu/elp

Urban Institute for Teacher Education
Application Deadline: FEBRUARY 1ST
www.ed.utah.edu/uite

Prospective graduate students apply for admission through the University of Utah Apply Yourself (AY) online application system at <https://app.applyyourself.com/?id=utahgrad> or through the ELP department website at <http://elp.utah.edu/>. 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 Educational Ldrship & Policy MEd. Then choose your area of emphasis – PreK12 Teacher Instructional Leadership.

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. Official transcripts from all colleges and universities attended.
2. Resume that includes educational and any leadership experience.
3. Statement of Purpose that addresses the following: What are your educational goals, and what is the role of this program in helping you achieve them? What further contributions do you expect to make to the field of education after completing this program? *Please limit your response to 250 words or less.*
4. Writing Sample -- The Educational Leadership and Policy Department places a strong emphasis on school transformation and preparing educators to become change agents. Explain how you envision your role as a change agent in education and how you would address issues of access, equity, and diversity for students. *Please limit your response to 500 words or less.*
5. Letters of Recommendation – You may choose to use the same letters of recommendation for both the UITE and ELP application.
6. Although not required, it is strongly advised that you schedule an appointment with the K12 Program Director to review application and admission procedures.

Applicants are responsible to ensure that all application materials are provided on or prior to the application deadline of March 1st. Applications that are incomplete at the application deadline will not be considered.

If you have questions or concerns at any time please contact our Academic Coordinator, Marilyn Howard, at 801-581-6714 or marilyn.howard@utah.edu.

ELP ADMISSIONS POLICIES

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

Incomplete Applications: The ELP 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 of March 1st. Incomplete files may not be reviewed.

Deadlines and Notification: Applications are accepted once a year: deadline is March 1st. Applicants will be notified, in writing, whether or not they have been accepted into the Teacher Instructional Leadership master's program approximately 6-8 weeks after the deadline. Names of accepted applicants will be forwarded to the Urban Institute for Teacher Education.

Application Files: Application files become the property of the ELP 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.