

**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 Office 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 Office 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  
 801-581-6818  
[sara.hatch@utah.edu](mailto:sara.hatch@utah.edu)

Academic Bridge Coordinator  
 Karla Motta  
 801-581-5791  
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[uite.utah.edu](http://uite.utah.edu)

**Education, Culture, & Society**

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

|  |   |
|--|---|
| Academic Coordinator<br>Amy Wright<br>801-587-7814<br><a href="mailto:amy.wright@utah.edu">amy.wright@utah.edu</a> | Faculty Advisor<br>Clayton Pierce<br>801-587-7814<br><a href="mailto:clayton.pierce@utah.edu">clayton.pierce@utah.edu</a> |
|--|---|

**Educational Leadership and Policy**

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

|   |   |
|---|---|
| Academic Coordinator<br>Marilynn Howard<br>801-581-6714<br><a href="mailto:marilynn.howard@utah.edu">marilynn.howard@utah.edu</a> | Program Advisor<br>Shari Fraser<br>801-585-0173<br><a href="mailto:shari.fraser@utah.edu">shari.fraser@utah.edu</a> |
|---|---|

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

Updated 8/2015

## 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<br>(REQUIRED)  | Teaching Minors<br>(strongly recommended) | Index of<br>Criticality * | Utah Grade<br>Levels + |
|--|---|---------------------------|------------------------|
| Art Composite  |   | 2.6                       | 6-12                   |
| Biology Composite  | Biology                                   | 3.3                       | 7, 10-12               |
| Chemistry  | Chemistry                                 | 3.7                       | 9-12                   |
| Dance (must audition)  |   | 2.6                       | 7-12                   |
| Earth Science Composite  |   | 3.2                       | 8-9                    |
| English  | English                                   | 2.3                       | 6-12                   |
|  | Geography <sup>^</sup>                    | 2.1                       | 6-12                   |
|  | Health Promotion & Education              | 2.1                       | 7-12                   |
| History  | History                                   | 1.9                       | 6-12                   |
| Math (level 4)   |   | 4.2                       | 6-12                   |
|  | Math (level 3)                            | 3.7                       | 6-9                    |
| Physics  | Physics                                   | 3.8                       | 9-12                   |
| Spanish  | Spanish                                   | 2.6                       | 7-12                   |
| Theatre (Drama)  |   | 2.6                       | 7-12                   |
| Physical Education (through Exercise & Sports Science) and Music<br>are k-12 licensure programs offered through those individual departments |   |                           |                        |
| Physical Education (ESS)   |   | 2.1                       | k-12                   |
| Music  |   | 2.8                       | k-12                   |

\* Utah State Office of Education Index of Criticality (11/13) 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

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

<sup>+</sup> 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  |
|---------------------------------|--|--|------------------------------|--|
| <b>Art</b>                      | Crista Coven<br>Kira Jones<br>Lena May-Fraser<br>Brett Runnion | 161 ART<br>126 MCD<br>216 PAB<br>270 ART | 801-581-8677<br>801-581-8146 | <a href="mailto:crista.coven@utah.edu">crista.coven@utah.edu</a> ,<br><a href="mailto:kjones@uc.utah.edu">kjones@uc.utah.edu</a> ,<br><a href="mailto:lena.mayfraser@utah.edu">lena.mayfraser@utah.edu</a> ,<br><a href="mailto:brunnion@uc.utah.edu">brunnion@uc.utah.edu</a> |
| <b>Biology</b>                  | Denise Brenes &<br>Laneta Fitisemanu                           | 135 Bldg 44                              | 801-581-6244                 | advising@biology.utah.edu  |
| <b>Chemistry</b>                | Rick Ernst   | 2166 HEB                                 | 801-581-8639                 | ernst@chemistry.utah.edu   |
| <b>Dance</b>                    | Pam Geber-Handman  | 216 MCD                                  | 801-587-9806                 | p.geber@utah.edu   |
| <b>Earth Science</b>            | Erich Petersen   | 319 FASB                                 | 801-581-7238                 | erich.petersen@utah.edu  |
| <b>English</b>                  | Shawn Michael Adrian   | 3500 LNCO                                | 801-581-5265                 | shawn.adrian@utah.edu  |
| <b>Geography</b>                | MaryAnn Golightly  | 270M OSH                                 | 801-581-8218                 | maryann.golightly@geog.utah.edu  |
| <b>Health</b>                   | Hailey Nielson   | 200 HPER N                               | 801-587-3962                 | hailey.nielson@utah.edu  |
| <b>History</b>                  | Amarily Scott  | 310 CTIHB                                | 801-581-6121                 | history-advising@utah.edu  |
| <b>Mathematics</b>              | Angie Gardiner   | 214 LCB                                  | 801-581-6837                 | advisor@math.utah.edu  |
| <b>Physics</b>                  | Tamara Young   | 202 JFB                                  | 801-581-7910                 | tamara@physics.utah.edu  |
| <b>Spanish</b>                  | Lucia Rubio  | 1228 LNCO                                | 801-585-3006                 | lucia.rubio@utah.edu   |
| <b>Theatre</b>                  | Xan Johnson  |  | 801-581-4927                 | xan.s.johnson@utah.edu   |
| <b>Physical Education (ESS)</b> | Wendy McKenney   | 239B HPR N                               | 801-581-7586                 | wendy.mckenney@hsc.utah.edu  |
| <b>Music (Choral)</b>           | Jessica Napoles  | 256 DGH                                  | 801-581-7368                 | jessica.napoles@utah.edu   |
| <b>Music (Woodwind/String)</b>  | Mark Ely   | 314 DGH                                  | 801-581-7163                 | mark.ely@music.utah.edu  |
| <b>Music (Brass/Percussion)</b> | Joelle Lien  | 316 DGH                                  | 801-581-7369                 | joelle.lien@music.utah.edu   |

## PROGRAM CURRICULUM

### Suggested Courses Prior to Admission:

|                       |  |
|-----------------------|--|
| EDU 1010 <sup>^</sup> | 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   |

### Secondary Licensure Requirements:

#### Pre-Licensure Courses (39 hours minimum)

#### Introductory Education Courses

|  |  |                          |
|--|--|--------------------------|
| Teaching Methods+ <sup>^</sup>                     | Teaching Methods course(s) in content area(s) (3-6 minimum)                                | license requirement only |
| ECS 3150+* <sup>^</sup>                            | Multicultural Education (3) <b>Field: 18 hours</b><br><i>Pre-requisite: Ethnic Studies</i> | license requirement only |
| ED PS 3030+  | Research & Inquiry in Education (3)  | license requirement only |
| ED PS 5721 (recommend),<br>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) <b>Field: 16 hours</b>     |
| ED PS 6151 | Educational Applications of Technology Grades 6-12 (3)    |
| ELP 6410   | Introduction to Educational Law (3)                       |
| SP ED 6012 | 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)<br><i>Pre-requisites: ECS 3150, EDU 6200, SPED 6021</i>             |
| ECS 6709* <sup>^</sup>  | Building Family-School Partnerships for Youth Success (3) <b>Field: 32 hours</b><br><i>Pre-requisite: ECS 3150</i>       |
| LING 6812* <sup>^</sup> | Content-Based Language Teaching (3) <b>Field: 16 hours</b><br><i>Pre-requisite: EDU 6200, Pre/Co-requisite: ECS 6645</i> |

#### Licensure Year Courses (19 hours)

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

#### TOTAL LICENSURE HOURS: 58 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

<sup>^</sup> 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 |
|--|

|   |
|---|
| Educational Leadership & Policy: 12 hours |
|---|

#### Total Program Hours: 64 minimum

#### Total Program Hours: 70 minimum

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!\*\*

| Every Semester |                   |            |
|----------------|-------------------|------------|
| EDU 1010       | ED PS 3030        | SP ED 6021 |
| ECS 3150       | Adolescent Psych. | SP ED 6022 |
| ECS 6645       |                   |            |

| Once or Twice a Year     |                             |
|--------------------------|-----------------------------|
| EDU 6200 – Fall & Spring | LING 6812 – Fall            |
| ECS 6709 – Fall & Spring | ED PS 6151 – Fall           |
| ELP 6410 – Fall & Spring | SPED 6012 – Spring & Summer |

## APPLICATION DEADLINES

|   |  |   |
|---|--|---|
| <b>UITE Application Deadline:</b><br><b>FEBRUARY 1<sup>ST</sup></b><br><a href="http://uite.utah.edu">uite.utah.edu</a> | <b>Education, Culture, &amp; Society</b><br><b>Application Deadline:</b><br><b>FEBRUARY 1<sup>ST</sup></b><br>to begin Summer or Fall semester<br><a href="http://ecs.utah.edu">ecs.utah.edu</a> | <b>Educational Leadership &amp; Policy</b><br><b>Application Deadline:</b><br><b>MARCH 1<sup>ST</sup></b><br>to begin Summer or Fall semester<br><a href="http://elp.utah.edu">elp.utah.edu</a> |
|---|--|---|

## 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](http://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 through the Urban Institute for Teacher Education (UITE) at the University of Utah. Your essay should include a demonstration of your ability to think deeply about and analyze contemporary educational issues related to work in urban communities in a manner that aligns with the mission of the UITE. Your discussion should also address your commitment to the teaching profession with a specific emphasis on how you will contribute to urban schools as a future educator.
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 one month 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="http://www.lib.utah.edu/portal/site/marriottlibrary">www.lib.utah.edu/portal/site/marriottlibrary</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>             | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Art – 5134</td> <td style="width: 50%;">Geography – 5921</td> </tr> <tr> <td>Biology – 5235</td> <td>Health – 5551</td> </tr> <tr> <td>Chemistry – 5245</td> <td>History, World &amp; US – 5941</td> </tr> <tr> <td>Earth &amp; Space Science – 5571</td> <td>Math – 5161</td> </tr> <tr> <td>English – 5039</td> <td>Physics – 5265</td> </tr> <tr> <td>English to Speakers of</td> <td>Spanish – 5195</td> </tr> <tr> <td>Other Languages (ESL) – 5361</td> <td>Theatre – 5641</td> </tr> </table> | Art – 5134 | Geography – 5921 | Biology – 5235 | Health – 5551 | Chemistry – 5245 | History, World & US – 5941 | Earth & Space Science – 5571 | Math – 5161 | English – 5039 | Physics – 5265 | English to Speakers of | Spanish – 5195 | Other Languages (ESL) – 5361 | Theatre – 5641 |
| Art – 5134                    | Geography – 5921   |            |                  |                |               |                  |                            |                              |             |                |                |                        |                |                              |                |
| Biology – 5235                | Health – 5551  |            |                  |                |               |                  |                            |                              |             |                |                |                        |                |                              |                |
| Chemistry – 5245              | History, World & US – 5941   |            |                  |                |               |                  |                            |                              |             |                |                |                        |                |                              |                |
| Earth & Space Science – 5571  | Math – 5161  |            |                  |                |               |                  |                            |                              |             |                |                |                        |                |                              |                |
| English – 5039                | Physics – 5265   |            |                  |                |               |                  |                            |                              |             |                |                |                        |                |                              |                |
| English to Speakers of        | Spanish – 5195   |            |                  |                |               |                  |                            |                              |             |                |                |                        |                |                              |                |
| Other Languages (ESL) – 5361  | 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:
  - a. Academic: This letter must be written by a professor in your **major** subject area, who can speak to your intellectual performance and scholastic abilities.
  - b. 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.
  - c. 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 must obtain two letters from your recommender, one for each application packet.**

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](http://www.utah.gov/teachers)
  - b. Select "Background Check" application and follow the prompts.
  - c. Select the "Live Scan" method for the fingerprinting process.
  - d. A \$40 processing fee must be paid by credit card only.
  - e. You will receive two different emails (receipt of payment and live scan fingerprint form). 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.
  - f. 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 USOE website with you to BCI to complete your fingerprinting process.
  - g. 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 USOE online to complete the fingerprinting process with BCI. You must take the generated Live Scan form from the USOE website with you to BCI to complete your fingerprinting process, otherwise your results will not be sent to the USOE. 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 USOE 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 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 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 Office 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](http://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](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 “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](http://uite.utah.edu)

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

Educational Leadership and Policy:  
[elp.utah.edu](http://elp.utah.edu)

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

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

Class Catalog & Schedules:  
[www.utah.edu/students/catalog.html](http://www.utah.edu/students/catalog.html)

Campus Information System:  
[go.utah.edu](http://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 Office of Education:  
[www.schools.utah.gov](http://www.schools.utah.gov)

USOE List of Endorsement Areas:  
[www.schools.utah.gov/cert/Endorsements-ECE-License.aspx](http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx)

USOE Alternative Routes to Licensure:  
[www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx](http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx)

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

|  |   |  |  |
|--|---|--|--|
| ECS Academic Coordinator<br>Amy Wright<br>801-587-7814<br><a href="mailto:amy.wright@utah.edu">amy.wright@utah.edu</a> | ECS Faculty Advisor<br>Clayton Pierce<br>801-587-7814<br><a href="mailto:clayton.pierce@utah.edu">clayton.pierce@utah.edu</a> | UITE Secondary Advisor<br>Sara Hatch<br>801-581-6818<br><a href="mailto:sara.hatch@utah.edu">sara.hatch@utah.edu</a> | Academic Bridge Coordinator<br>Karla Motta<br>801-581-5791<br><a href="mailto:karla.motta@utah.edu">karla.motta@utah.edu</a> |
|--|---|--|--|

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 1<sup>st</sup>**  
to begin Summer or Fall semester  
[ecs.utah.edu](http://ecs.utah.edu)

**Urban Institute for Teacher Education**  
**Application Deadline: FEBRUARY 1<sup>st</sup>**  
[uite.utah.edu](http://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/](http://admissions.utah.edu/apply/graduate/) or through the ECS department website at [ecs.utah.edu/admissions](http://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: Copies of transcripts from all colleges and universities attended. If admitted, official copies must 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 1<sup>st</sup>. Incomplete files may not be reviewed.



**Deadlines and Notification:** Applications are accepted once a year: deadline is February 1<sup>st</sup>. 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<br>Marilynn Howard<br>801-581-6714<br><a href="mailto:marilynn.howard@utah.edu">marilynn.howard@utah.edu</a> | ELP K12 Program<br>Director<br>Shari Fraser<br>801-581-6714<br><a href="mailto:shari.fraser@utah.edu">shari.fraser@utah.edu</a> | UITE Secondary Advisor<br>Sara Hatch<br>801-581-6818<br><a href="mailto:sara.hatch@utah.edu">sara.hatch@utah.edu</a> | Academic Bridge Coordinator<br>Karla Motta<br>801-581-5791<br><a href="mailto:karla.motta@utah.edu">karla.motta@utah.edu</a> |
|---|---|--|--|

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: 58 minimum**

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

**Advanced Graduate Requirements**

**For an M.Ed specific to Teacher Instructional Leadership; choose 4 of the 6 options below**

|  |                 |
|--|-----------------|
| ELP 6130 Professional Learning Communities (3)                 | Fall Semester   |
| ELP 6310 Introduction to Instructional Leadership (3)          | Fall Semester   |
| ELP 6320 Instructional Coaching (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 6400 Foundation of Educational Organizations (3)           | Summer Semester |

**For an M.Ed in Teacher Instructional Leadership that supports an \*\*option for future administrative licensure;  
choose 4 of the 5 options below**

|   |                 |
|---|-----------------|
| ELP 6210 Leading Schools (3)                          | Summer Semester |
| ELP 6480 Leadership, Diversity and Social Justice (3) | Summer Semester |
| ELP 6330 Instructional Leadership (3)                 | Fall Semester   |
| ELP 6110 Leading Organizational Change (3)            | Spring Semester |
| ELP 6430 Politics of Education (3)                    | Spring Semester |

**Total Program Hours: 70 minimum**

Students choosing to receive a master’s degree in Teacher Instructional 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).

**ELP APPLICATION PROCEDURES**

**Educational Leadership & Policy**  
Application Deadline: **MARCH 1st**  
[www.ed.utah.edu/elp](http://www.ed.utah.edu/elp)

**Urban Institute for Teacher Education**  
Application Deadline: **FEBRUARY 1<sup>ST</sup>**  
[www.ed.utah.edu/uite](http://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 Ldrshp & 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 1<sup>st</sup>. 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](mailto: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.