Introduction

This packet of information is for people who are committed to teaching in an urban setting who have earned a bachelor’s degree or higher but do not have a full-time teaching license. Typically, there are four types of students with a degree who are seeking initial teaching licensure, including those who have earned:

- An **Equivalent Major** to those offered by Metropolitan State (i.e., Biology, English, Mathematics, Social Science) without full-time teaching experience. Person may need limited content area coursework to meet state licensing standards.

- A **Related but Non-Equivalent Major** (e.g., Communications, Engineering, History). Person will likely need some content area coursework to meet state licensing standards, and may benefit from seeking a second bachelor’s degree in a major related to licensure (i.e., Biology, English, Mathematics, or Social Science).

- An **Equivalent or Related Major with non-licensed, full-time teaching experience**. (May or may not have qualified urban teaching experience). Person may need limited content area coursework to meet state licensing standards.

- **Non-Related Major** (e.g., Business, Computer Science, Psychology). Person will likely need some content area coursework to meet state licensing standards, and would benefit from seeking a second bachelor’s degree in major related to licensure (i.e., Biology, English, Mathematics, or Social Science).

The post-baccalaureate process towards licensure through Urban Teacher Program is NOT a master’s degree program. However, required courses leading to licensure are offered at the graduate (600) level for people with previous degrees who want to earn graduate credits that may be applied to a graduate program at another university or may count towards a higher salary as a professional teacher depending on the school district. The Urban Teacher Program currently offers the opportunity to earn grades 5-12 state teaching licensure in the following areas:

- Communication Arts and Literature
- Life Science 9-12 with General Science 5-9
- Mathematics
- Social Studies

Assessments of Previous Academic and Teaching Experience

The Post-Baccalaureate Process involves individualized assessment of the prospective urban teacher candidate’s previous academic and teaching experience in four areas:

- Assessment of Commitment to Urban Teaching (résumé, essay & interview)
- Assessment of Content Area Knowledge (prior coursework, standards matrix, Praxis II exam)
- Assessment of Urban Pedagogical Knowledge & Skills (prior coursework, standards matrix, Principles of Learning and Teaching (PLT) exam)
- Assessment of Experience in Urban Classrooms, if any (résumé, references, and other documentation.)

Specific requirements for admission to the UTP and the post-baccalaureate process are detailed in the following pages for candidates with a degree yet no license.
A Guide to Urban Teacher Program Admission for Applicants with a Degree—No License

Admission Requirements. To be admitted to the Urban Teacher Program at Metropolitan State, candidates with a bachelor’s degree and no teaching license must submit an application packet that includes the following:

1. Completed program Application form
2. Letter of Application explaining:
   a) Why the applicant wants to teach the subject area of desired licensure
   b) Why the applicant has chosen Metropolitan State University
   c) Applicant’s commitment to teaching in an urban setting
   d) Applicant’s experience working with diverse youth in an urban context
   e) Applicant’s understanding of and respect for the needs of diverse learners in urban communities
   f) How the applicant will demonstrate professional conduct when interacting with students and educators in an urban environment.
3. Unofficial copy of all relevant academic transcripts.
4. Resume including relevant academic achievements, non-licensed teaching related experience, professional experience, and community experience.
5. Recommendations from two (2) persons involved with urban education, community or youth service.
6. A written preliminary plan for the post-baccalaureate process to earn licensure that was completed with a faculty member. (Upon admission to the UTP, this plan will become the basis for the teacher candidate’s Post-Baccalaureate Process Contract to Earn Licensure.)
7. Completed major declaration form (only if candidate is seeking a second undergraduate degree in a specific content area major, i.e., Biology, English, Mathematics, or Social Science).
8. Demonstrate competence in using basic technology required of students and teachers, including sending email attachments; word processing, and using the internet to find information.
9. Take the Praxis I: Pre-Professional Skills Test (PPST). (For info and registration, go to www.ets.org/praxis)
10. A $20 check or money order to Metropolitan State University for admission to the university.

Criteria for Admission. To be admitted to the Urban Teacher Program, candidates must:

Have an undergraduate cumulative GPA of 2.5 and a GPA of 2.75 for courses taken at the graduate level (assessed by transcripts)

Have satisfactorily completed at least 12 semester credits at the undergraduate or graduate level in the subject area of licensure being sought (assessed by transcripts).

Demonstrate a commitment to teaching in an urban setting (assessed by letter of application, faculty interview)

Have at least 40 hours of experience working with diverse youth or observing classrooms in an urban setting (assessed by verifiable documentation of field experience).

Demonstrate understanding of and respect for the needs of diverse learners in urban communities (assessed by letter of application, recommendations, faculty interview, and completion of EDU 600 if necessary)

Provide evidence of professional conduct when interacting with students and fellow educators (assessed by recommendations, letter of application, faculty interview)

NOTE: Applications for post-baccalaureate admission to the Urban Teacher Program are accepted and decisions are made throughout the year, but meeting the following deadlines ensures that UTP application materials will be processed prior to the deadlines for admission to the University. Without status as a student admitted to the University, applicants to the UTP need to request special student “non-degree seeking” status to register for courses, and such applicants cannot be eligible for federal financial aid:

<table>
<thead>
<tr>
<th>Summer or Fall Admission Deadline</th>
<th>Fall Semester Admission Deadline</th>
<th>Spring Admission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1st</td>
<td>June 1st</td>
<td>November 1st</td>
</tr>
</tbody>
</table>

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Where can Urban Teacher Program students gain field experience that qualifies as “urban” or diverse “inner-ring” suburban?

For all licensure programs at Metropolitan State, prospective teachers are required to do extensive field experience in urban settings for admission to the Urban Teacher Program, beyond admission in preparation for student teaching, and during student teaching. Contact UTP Field Experience Coordinator Victor B. Cole (612) 659-7182, victor.cole@metrostate.edu for more information. According to the Metropolitan State Education Department, qualifying “urban experience” is defined by both geographic location and student demographics. In terms of geographic location, urban is defined as Minneapolis, St. Paul and the inner-ring suburb school districts in the table below:

<table>
<thead>
<tr>
<th></th>
<th>West Metro Education Program – 6069</th>
<th>Mounds View – 621</th>
<th>Roseville - 623</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minneapolis</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Paul</td>
<td>625</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bloomington</td>
<td>271</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooklyn Center</td>
<td>286</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Metro Integration District – 6067</td>
<td>Inver Grove Heights – 199</td>
<td>Robbinsdale – 281</td>
<td>West St. Paul - 197</td>
</tr>
</tbody>
</table>

In addition to a school’s geographic location, it must also closely approximate the demographics of partnering urban school districts and comprise:

- At least 30% students of color
- At least 40% students qualifying for free/reduced lunch
- At least 10% of students whose home language is not English or otherwise identified as “English Language Learners”

The Department also expects that such experience needs to have occurred within the past five years to qualify for admission to the program. It is the responsibility of teacher candidates to provide documentation of the demographics for a particular school or classroom to verify it meets the UTP’s minimum expectations for diversity. Demographic information could be found at district or school websites, or school report cards to the public at http://education.state.mn.us/ReportCard2005/

NOTE: The map above is copied from the Association of Metropolitan School District (AMSD) website www.amsd.org, click on Member Districts from their side bar menu and you will find links to each school district. The shaded districts only represent member districts, they are not all defined as qualifying sites for urban or inner-ring suburban school experience for the Urban Teacher Program.
Post-Baccalaureate Process towards Licensure for Candidates with a Degree—No License

1. Meet with a faculty advisor in the Urban Teacher Program to determine eligibility and develop a preliminary post-baccalaureate plan for gaining licensure.

2. Complete and submit Post-Baccalaureate Admission Application packet and interview with faculty member. (See A Guide to UTP Admission for specific requirements and criteria)

3. Gain Admission to the Urban Teacher Program and sign a Post-Baccalaureate Process Contract to Earn Licensure with faculty member and department chair that includes:
   a. Content area coursework required for new license (if any)
   b. Urban education courses (28 credits)
   c. Content-area methods course work (4-8 credits depending on licensure area)
   d. Student teaching (8 credits, 12 weeks full-time)

4. Completed coursework requirements for licensure as determined by the post-baccalaureate Contract.

5. Pass Pre-Professional Skills Test (PPST), Praxis II content area exam and Principles of Learning and Teaching (PLT) exam required for licensure.

6. Present a standards-based portfolio providing evidence that addresses state licensure standards and the mission of the Urban Teacher Program.

7. Education Department submits licensure recommendation to the Board of Teaching with candidate’s application for licensure.

Satisfactory Progress:

Students following the post-baccalaureate process and taking graduate level courses in the Urban Teacher Program will be expected to meet the following criteria for satisfactory progress:

- Maintain minimum 3.0 GPA in graduate-level Education coursework.
- Maintain a minimum 2.75 GPA in content area course work required for licensure.
- Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average.
Graduate Level Courses for Post-Baccalaureate Students seeking Grades 5-12 Licensure

These courses are open to students with degrees who have been admitted to the Urban Teacher Program and have completed a post-baccalaureate contract. Specific courses required for licensure will be determined by a review of previous coursework and teaching experience; licensed teachers seeking to add or expand licensure do not have to complete all of the EDU requirements below. Post-baccalaureate students admitted to the UTP have the option to take the graduate level course listed below or their undergraduate, cross-listed equivalents at the 300-400 level. Graduate courses have higher tuition and more work required by the instructor.

### Professional Education Core (26 credits)
Students must be admitted to the Urban Teacher Program or have department approval to take the following courses. Each course has field-based assignments that are required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 383 Information Technology for K-12 Learning and Teaching (2 cr)</td>
<td></td>
</tr>
<tr>
<td>Note: This course will not be offered at the graduate level but is required for post-bac candidates who don’t have a license. Prerequisite: Basic technology competence (i.e., email w/ attachments, web searching and navigation, and word processing.)</td>
<td></td>
</tr>
<tr>
<td>EDU 600 Principles of Urban Education</td>
<td>4 cr</td>
</tr>
<tr>
<td>EDU 602 Advanced Theory &amp; Practice in Assessment of Learning and Teaching</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU 606 Advanced Theory &amp; Practice in Urban Middle School &amp; High School Teaching Methods</td>
<td>4 cr</td>
</tr>
<tr>
<td>EDU 610 Advanced Theory &amp; Practice in Teaching and Assessing Exceptional Urban Learners</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU 614 Advanced Theory &amp; Practice for Literacy Education in Urban Schools</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU 615 Advanced Theory &amp; Practice in Managing Learning in Diverse Urban Classrooms</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU 630 Advanced Theory &amp; Practice in Historical &amp; Cultural Foundations of Urban Education</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU 635 Advanced Theory &amp; Practice in Teaching ELL Students in Content Area Classrooms</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

### Required Field Experiences

A minimum 40 hrs experience with youth in urban settings is required for admission to the UTP for candidates with no license.

The UTP makes a placement in either an urban middle school or urban high school to help the student gain practical experience and complete all EDU and content methods course requirements. Documentation of a minimum of 40 hours at the school and satisfactory assessment by the cooperating school teacher are required for the next placement to be made.

The UTP makes a placement in either an urban middle school or urban high school (whichever wasn’t used for previous field experience) to help the student gain practical experience and complete all EDU and content methods course requirements. Documentation of a minimum of 40 hours at the school and satisfactory assessment by the cooperating school teacher are required for the next placement to be made.

### Content Area Methods (4-8 cr)
Note: Courses & credits vary by subject area

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED FOR COMMUNICATION ARTS &amp; LITERATURE ONLY</td>
<td></td>
</tr>
<tr>
<td>LAED 445 Teaching Writing &amp; Communications to Urban Learners in grades 5-12 (4cr)</td>
<td></td>
</tr>
<tr>
<td>LAED 450 Teaching Language Arts to Urban Learners in grades 5-12 (4cr)</td>
<td></td>
</tr>
<tr>
<td>REQUIRED FOR SCIENCE ONLY</td>
<td></td>
</tr>
<tr>
<td>ScEd 480 Practice of Science (4cr)</td>
<td></td>
</tr>
<tr>
<td>ScEd 481 Teaching Science to Urban Learners in grades 5-12 (4cr)</td>
<td></td>
</tr>
<tr>
<td>REQUIRED FOR SOCIAL STUDIES ONLY</td>
<td></td>
</tr>
<tr>
<td>SSED 450 Teaching Social Studies to Urban Learners in grades 5-12 (4cr)</td>
<td></td>
</tr>
<tr>
<td>REQUIRED FOR MATH ONLY</td>
<td></td>
</tr>
<tr>
<td>MAED 440 Teaching Mathematics to Urban Learners gr 4-8 (4cr)</td>
<td></td>
</tr>
<tr>
<td>MAED 444 Teaching Mathematics to Urban Learners gr 9-12 (4cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Student Teaching (8 credits, 12 full-time weeks)
Students must apply to student teach more than one full semester prior to the anticipated student teaching semester. See UTP Field Experience Coordinator for information and requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 650 Student Teaching in the Urban Secondary School</td>
<td>12 cr</td>
</tr>
<tr>
<td>12 week supervised experience, full-time in either an urban middle-level school or high school.</td>
<td></td>
</tr>
</tbody>
</table>
POST-BACCALAUREATE APPLICATION
For Admission to the
URBAN TEACHER PROGRAM

Name ______________________________________________________________________________________
(First)                                      (Middle)             (Last)               (Soc Security #)

Address ______________________________________________________________________________________
Street     City              State  Zip

Phone (______) ________________________     Email ____________________________________________

I plan to seek new or expanded licensure in the following area(s): (check one)

☐ Communication Arts and Literature  ☐ Life Science  ☐ Mathematics  ☐ Social Studies

Please check one of the following: (for information only; answer does not affect admissions decision)

☐ I plan to be a full-time student (three or four classes, at least 12 credits, per semester)

☐ I plan to take 6-11 credits (2-3 classes) per semester

☐ I plan to take 6 or fewer credits (1-2 classes) per semester

The table below identifies the most common credentials that individuals have accomplished before beginning the Urban Teacher Program’s post-baccalaureate process to licensure. Check those items that best describe you.

___ I have a Degree and License
☐ Licensed in other state, seeking MN Licensure. (May or may not have qualified urban teaching experience.)
☐ Licensed grades 7-12, seeking a grades 5-12 license in same subject area. (May or may not have qualified urban teaching experience.)
☐ Licensed grades K-8 with grades 5-8 subject area specialty, seeking grades 5-12 licensure in subject specialty. (May or may not have qualified urban teaching experience.)
☐ Seeking new subject area 5-12 license in addition to current license. (May or may not have qualified urban teaching experience.)
☐ Other ____________________________________________

___ I have a Degree Only
☐ Equivalent Major to those offered by Metropolitan State (i.e., Biology, English, Mathematics, Social Science) but no teaching experience
☐ Related but Non-Equivalent Major (e.g., Communications, Engineering, History)
☐ Non-Related Major (e.g., Business, Computer Science, Psychology)
☐ Equivalent or Related Major with non-licensed teaching experience. (May or may not have qualified urban teaching experience.)
☐ Other ____________________________________________

Degree(s) and major(s) already earned: __________________________________________________________

University where degree was earned: ________________________________ date ______

If you are licensed, what subjects and grade levels are you licensed to teach? ______________________________

In what state or country did you earn your license? _____________ (please attach a copy to this application)
The following required materials are submitted with this application:

| ☐ Letter of Application addressing goals, experiences, and knowledge related to urban teaching (see guidelines in Post-Baccalaureate information packet) | ☐ Résumé including relevant academic, teaching, professional development and community experience |
| ☐ Unofficial copy of all relevant academic transcripts as well as CEU certificates (if any) | ☐ 2 Recommendations from persons involved with urban education, community or youth service |
| ☐ Copy of existing license(s) with areas of specialization (only if you are currently licensed) | ☐ A $20 check or money order to Metropolitan State University for admission to the university |
| ☐ Copy of an academic plan for the post-baccalaureate process to earn licensure developed with an Education faculty advisor | ☐ Completed major declaration form (only if you are also seeking a second undergraduate degree). |
| ☐ Evidence of taking the PPST (for candidates without a license) | ☐ Documentation of urban field experience (for candidates without a license) |

I certify that the information I have provided on this application form and other application materials is complete, accurate, and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling admission or registration.

Applicant’s Signature ____________________________ Date __________

Metropolitan State is an equal opportunity educator and employer. Metropolitan State University abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal and state laws regarding equal opportunity.

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- March 1 for Summer & Fall Semester
- June 1 for Fall Semester
- November 1 for Spring Semester

Submit application materials to:

URBAN TEACHER PROGRAM
Metropolitan State University
1501 Hennepin Avenue, H1400
Minneapolis, MN 55403-1897
Fax: 612-659-6138
Phone: 612-659-7180
Email: lavina.wagner@metrostate.edu