Introduction

This packet of information is for people who are committed to teaching in an urban setting who have earned a bachelor’s degree and have a teaching license. The process is offered to currently licensed teachers who are seeking to expand grade levels of their existing license or add a new area of license in one of the following grades 5-12 licensure areas: Communication Arts and Literature; Life Science/General Science; Mathematics; or Social Studies. Typically, there are four types of students with a degree who are seeking initial teaching licensure, including those who have earned:

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

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

Summary of Post-Baccalaureate Process to Earn Licensure

After submitting application materials for admission to the Urban Teacher Program and being admitted, a Post-Baccalaureate Process Contract to Earn Licensure will be signed that identifies courses and/or standards that need to be met to make a recommendation for licensure. Components of the Contract will specify 12-40 credits of required coursework including:

- Identification of content area requirements met and needed (if any)
- Identification of EDU requirements met and needed (if any)
- Determination of culminating clinical field experience requirement of 3-12 full-time weeks (2-8 credits) of supervised teaching in an urban classroom depending on credentials and prior experiences.

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

Program Admission Requirements
To be admitted to the Urban Teacher Program at Metropolitan State, candidates with a bachelor’s degree and existing license must submit an application packet that includes the following:

1. Completed program application form
2. Letter of Application explaining:
   a) Why the applicant is seeking to add or expand state licensure in a specific subject area and/or grade levels
   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, and
   f) How the applicant will demonstrate professional conduct when interacting with students and educators in an urban environment.
3. Copy of existing license(s) with areas of specialization
4. Unofficial copy of all relevant academic transcripts as well as CEU certificates (if any)
5. Résumé including relevant academic, teaching, professional development and community experience
6. Recommendations from two (2) persons involved with urban education, community or youth service
7. 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.)
8. 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).
9. A $20 check or money order to Metropolitan State University for admission to the university

Criteria for Program Admission
To be admitted to the Urban Teacher Program, teachers seeking a new license 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 experience working with diverse youth. (assessed by resume, letter of application)
- Demonstrate understanding of and respect for the needs of diverse learners in urban communities. (assessed by letter of application, recommendations, faculty interview, 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)
Post-Baccalaureate Process for Candidates with an Existing License

1. Meet with a faculty advisor to determine eligibility and develop of a post-baccalaureate plan. In addition to specific program requirements, the review of previous academic and professional development experience will include checking whether or not MN Licensing Requirements have been met in the following areas:
   a. Coursework including American Indian history, tribal government and culture
   b. Evidence of training in Drug and Alcohol awareness to meet Minnesota Board of Teaching State Standard
   c. Course on Human Relations
   d. Technology in Education to meet basic standards of the International Society for Technology in Education (ISTE).

2. Complete and submit Post-Baccalaureate Admission Application packet and interview with faculty member.

3. Gain Admission to the Urban Teacher Program and sign a *Post-Baccalaureate Process Contract to Earn Licensure* with faculty member and department chair with a minimum of 12 credits that includes:
   a. Content area coursework required for new license (if any)
   b. Principles of urban education, reflective teaching, and multicultural education
   c. Teaching reading in the content areas, teaching ELL students, teaching students with disabilities, and the historical/cultural foundations of urban education
   d. Grade-level and content-area methods course work
   e. Urban-based practicum and in area of new licensure

4. Complete coursework requirements for new licensure area and relevant urban education courses as determined by Post-Baccalaureate contract.

5. Pass 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 expanded or additional 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.