

**Metropolitan State University
Urban Teacher Program
GRADUATE ADMISSION APPLICATION**



Name _____
(First) (Middle Initial) (Last)

Metropolitan State TechID # (if you have been assigned one) _____

* NOTE: Complete this application form after you have submitted a completed university Graduate Application <https://db.metrostate.edu/webapps/drep/GradApp.pdf> with the application fee if you haven't previously been admitted to Metropolitan State and all transcripts from previous degrees to: Graduate Studies Office—New Main 204, Metropolitan State University, 700 East Seventh Street, St. Paul, MN 55106.

Which of the following subject areas are you seeking to earn Metropolitan State's recommendation for licensure from the Minnesota Department of Education?

- Communication Arts and Literature, grades 5-12 (CLGC)
- Life Science/General Science, grades 5-12 (LSGC)
- Mathematics, grades 5-12 (MAGC)
- Social Studies, grades 5-12 (SSGC)

The two lists below identify the most common credentials that individuals have accomplished before beginning the Urban Teacher Program's post-baccalaureate process to licensure. **Check the item that best describes your status.**

I have a Degree Only:

- I completed an Equivalent Major to the primary content of the license (i.e., Biology, English, Mathematics, or Social Studies)
- I completed a Related but Non-Equivalent Major (e.g., Communications, Engineering, History)
- I completed a Non-Related Major (e.g., Business, Computer Science, Psychology)
- I completed an Equivalent or Related Major and I have non-licensed teaching experience. (May or may not be qualified urban teaching experience.)
- Other _____

I have a Degree and License:

- I'm licensed in other state, and seeking MN Licensure.
- I'm licensed grades K-8 with grades 5-8 subject area specialty, seeking grades 5-12 licensure in subject specialty.
- I'm seeking new subject area 5-12 license in addition to current license. (May or may not have qualified urban teaching experience.)
- Other _____

Type of Degree(s) (e.g., BA, BS, MA, PhD) and Name of Major(s) already earned:

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 required for admission to the Urban Teacher Program as a post-baccalaureate student. Additional requirements and criteria for admission are listed on page 3 and in other information about the program. **Please check the items which you are attaching with this application:**

- Letter of Application that clearly addresses the following: (a) Why you want to teach the subject area of desired licensure; (b) Why you have chosen Metropolitan State University; (c) Your commitment to teaching in an urban setting; (d) Your experience working with diverse youth in an urban context; (e) Your understanding of and respect for the assets and challenges of diverse learners in urban communities; and (f) How you have and will demonstrate professional conduct necessary for interacting positively with students, families and educators in an urban environment.
- Résumé including relevant academic, teaching, professional development and community experience
- 2 Recommendations—Ideally, one from someone involved with urban education, community or youth service, and one from a previous instructor
- Documentation of at least 40 hours of experience working with you in an urban setting (for candidates without a license)
- Copy of existing or expired teaching license(s) with areas of specialization (*if any*)
- Copies of relevant CEU certificates (*if any*)
- Copy of draft academic plan (developed with a UTP advisor) of the courses you will likely need to take in order to earn licensure based on a review of prior learning and academic record
- Completed major declaration form for a B.S. in English Teaching; B.S. in Life Sciences Teaching; B.S. in Mathematics Teaching, or a B.S. in Social Studies Teaching (*only required for students with a previous “Non-Equivalent Major,” but recommended for other students who need to complete at least half of the content course credits required for the major in order to meet licensure requirements for competence in the subject matter of the license being sought.* <https://db.metrostate.edu/webapps/drep/ACF151D.pdf>)
- Signed UTP form stating you have read the *UTP Standards of Professional Conduct*.

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.

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.

NOTES:

1. 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.
 - August 1st for Fall Semester
 - December 1st for Spring Semester
 - April 1st for Summer Semester
2. This application form should be submitted after you have submitted a completed university Graduate Application (<https://db.metrostate.edu/webapps/drep/GradApp.pdf>) with all transcripts from previous degrees and the application fee (if you haven't previously been admitted to Metropolitan State) to the university's Graduate Studies Office.
3. Without status as a student admitted to the University, applicants to the UTP need to complete a Non-Degree Special Admission form (<https://db.metrostate.edu/webapps/drep/ACF8E2.pdf>) to register for courses, but such applicants cannot be eligible for federal financial aid.
4. In addition to submitting pages 1-2 of this application and submitting the materials listed on page 2, the following are required for full admission to the UTP:
 - Documentation in file for having met with a UTP advisor regarding program requirements and admissions process
 - Satisfactory completion of EDU 600 Principles of Urban Education (or equivalent) with a B- or higher
 - Satisfactory completion at least 12 semester credits at the undergraduate or graduate level in the subject area of licensure being sought with grades of at least a C+
 - Satisfactory completion of a UTP-approved Ethnic Studies course (or demonstrated equivalent from prior learning) addressing race and racism in the U.S. using comparative analysis with at least a C+ or better
 - Participation in a UTP Mandatory Orientation Session for new students

Admission Criteria:

Decisions about admission to the Urban Teacher Program are based on the following criteria:

- ❖ Demonstrate a commitment to teaching in an urban setting (*assessed by letter of application, interview*).
- ❖ 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, and Ethnic Studies competency*).
- ❖ Have an undergraduate or graduate cumulative GPA of 2.75 or higher (*assessed by transcripts*).
- ❖ 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*).
- ❖ Provide evidence of professional conduct associated with positively interacting with urban youth, families and fellow educators (*assessed by recommendations, letter of application, faculty interview*).

Submit application materials to:

Urban Teacher Program
Metropolitan State University—Midway Campus
1450 Energy Park Drive, St. Paul, MN 55108
Phone: 651-999-5920 Email: utp-info@metrostate.edu
Internet: <http://choose.metrostate.edu/utp>