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 a 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 but students can earn a Graduate Certificate in Urban Secondary Education from the University. 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 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 needs of diverse learners in urban communities
   f) How you will demonstrate professional conduct when interacting with students and educators in an urban environment.
3. Official 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. 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 Admission Deadline</th>
<th>Fall Semester Admission Deadline</th>
<th>Spring Admission Deadline</th>
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<tbody>
<tr>
<td>April 1\textsuperscript{st}</td>
<td>August 1\textsuperscript{st}</td>
<td>December 1\textsuperscript{st}</td>
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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 of 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 coursework (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 coursework required for licensure.
- Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average.