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 licensed individuals who seek additional licensure, and Metropolitan State is authorized to work with and recommend persons in the first three categories listed below:

- Licensed in other state, and seeking MN Licensure. (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.)
- Licensed for grades 7-12, and seeking grades 5-12 license in same subject area. (May or may not have qualified urban teaching experience.) *NOTE: Metropolitan State is NOT approved to offer grades 5-6 endorsements for persons licensed 7-12; you should go to another institution if this is your situation.

Assessments of Previous Academic and Teaching Experience

The Urban Teacher Program will conduct an individualized assessment of your previous academic and teaching experience in four areas:

- Experience in Urban Classrooms (résumé, references, and other documentation.)
- Urban Pedagogical Knowledge & Skills (prior coursework, standards matrix, employer evaluations, pedagogy licensure exam)
- Commitment to Urban Teaching (résumé, essay & interview)
- Content Area Knowledge (prior coursework, standards matrix, content licensure 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 between 12-40 credits of required coursework including:

- Identification of content area requirements met and needed (courses only offered at undergrad level)
- Identification of EDU requirements met and needed (courses offered at graduate or undergrad level)
- Determination of culminating clinical field experience requirement of 3-12 full-time weeks (2-8 credits depending on credentials and prior experiences) of supervised teaching in an urban classroom in the subject area and grade level of the desired license.

In addition, all exams required by the state for additional or expanded licensure need to be passed. 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 do the following:

1. Complete the Graduate Application for admission to Metropolitan State University, including a $20 fee and submission of all official transcripts from previous degrees/coursework. 
https://db.metrostate.edu/webapps/drep/GradApp.pdf

2. Complete the UTP Post-Baccalaureate Admission application form

3. Submit a Letter of Application explaining:
   a) Why you are seeking to add or expand state licensure in a specific subject area and/or grade levels
   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, and
   f) How you will demonstrate professional conduct when interacting with students, families and educators in an urban environment.

4. Résumé including relevant academic, teaching, professional development and community experience

5. Submit a copy of existing license(s) with areas of specialization

6. Submit copies of all relevant employer evaluations and CEU certificates (if any)

7. Recommendations from two (2) persons involved with urban education, community or youth service

8. A written draft of the courses and field experiences needed to earn licensure that was completed with a UTP 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.)

9. 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 if you are seeking licensure in a new field unrelated to your existing license, and you will need to complete at least half of the required content coursework at Metropolitan State).

Criteria for Program Admission
Decisions about admission to the UTP are based on the following criteria:

☐ Have a cumulative GPA of 2.75 for courses taken at the undergraduate or 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 experience working with diverse urban 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, families and fellow educators (assessed by recommendations, letter of application, employer evaluation, faculty interview)

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<tr>
<th>Summer Admission Deadline</th>
<th>Fall Semester Admission Deadline</th>
<th>Spring Admission Deadline</th>
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<tr>
<td>April 1st</td>
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Post-Baccalaureate Process for Candidates with an Existing License

1. Meet with the UTP Post-Baccalaureate Coordinator to determine eligibility and develop a draft 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. Course on Human Relations
   c. Evidence of training in Drug and Alcohol awareness to meet Minnesota Board of Teaching State Standard
   d. Reading and literacy in the content area
   e. Technology in Education to meet basic standards of the International Society for Technology in Education (ISTE).

2. Complete and submit two applications 1) for admission to the university and 2) for admission to the UTP

3. After gaining admission, develop and sign a Post-Baccalaureate Process Contract to Earn Licensure with a UTP faculty member stating a minimum of 12 credits earned at Metropolitan State that includes some or all following depending on prior learning, licensure and work experience:
   a. Content area coursework required for new license
   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/or student teaching in area of new licensure

4. Satisfactorily complete coursework and field experience requirements for new licensure area as determined by Post-Baccalaureate contract.

5. Continue to demonstrate professional conduct associated with positively interacting with urban learners, families and educators as detailed in the UTP Standards of Professional Conduct.

6. Pass licensure exams needed for license being sought.

7. Apply for additional or expanded license with the Minnesota Department of Education with the recommendation from the UTP Licensure Officer.

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 (EDU) coursework, and a minimum 2.75 GPA in any content area course work required for licensure.
  (Note: Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average.)
- Maintain a course completion rate of at least 66.66% as required by the university.
- Demonstrate professional conduct associated with positively interacting with urban learners, families and educators as detailed in the UTP Standards of Professional Conduct.

For more Information about the Program

Visit: http://choose.metrostate.edu/utp  Email: utp-info@metrostate.edu or Call: (651) 999-5920

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