

MacMurray

COLLEGE

TEACHER EDUCATION PROGRAM APPLICATION

MacMurray College

No upper level courses in Education may be taken until a student has applied *and* been admitted to the Teacher Education Program

Approval for the Teacher Education Program Requires:

1. A completed **digital application** using Livetext
 - You may purchase your membership from www.livetext.com or at the bookstore.
 - Once you have signed on to Livetext follow these steps to begin your application
 - Under MyDesk go to Create Document
 - Under Folder choose Portfolio under MacMurray College
 - Then under choose a template – select Education Department Application w/Portfolio
 - Next, title the portfolio as follows:
 - Education Application Portfolio – Your Name
 - **When you have completed your application SUBMIT for REVIEW to MacMurray College.**
2. The following components of the digital portfolio should be completed before submitting the completed application to Education Department faculty for review:
 - Cover Page (cut and paste the information)
 - Personal Introduction (cut and paste the information)
 - Professional Information (cut and paste the information, as well as upload your resume)
 - Prompt Essay (cut and paste, as well as upload the essay)
 - Philosophy of Education (cut and paste, as well as upload the philosophy)
3. Three **completed Disposition Rubrics** with positive recommendations (meaning, a score of 3.0 in all disposition areas) from MacMurray faculty members.
 - Please distribute the attached disposition rubric forms.
 - At least one recommendation must be from a member of the Education Department and at least one must be from outside Education Department; the third may be from either.
 - Faculty members should be asked to return the forms directly to the Education Department.
4. Successful completion of the **Illinois Basic Skills Examination** (register for the exam at www.icts.nesinc.com) as well a Survival Plus or “pass” level of Sign Communication Proficiency Interview (SCPI) for DHH majors.
5. A 2.5 Cumulative GPA
6. A minimum of ‘C’ in all classes related to major.
7. Meeting with faculty members of the Education Department if requested
8. Meeting with the Education Department Chair if requested

The completion of the application for Admission to Teacher Education represents your intention to continue in the Teacher Education Program at MacMurray College. However, it should be remembered that entrance into Teacher Education does not mean automatic entrance into the Clinical Experience phase. At the appropriate time, a separate application must be made for Clinical Experience. Criteria, as listed in the Teacher Education Program sequence, must be met if you are to continue as a teacher education candidate.

Frequently Asked Questions (FAQs)

Creating a Digital Portfolio/Applying to the Education Department

What is a Digital Portfolio?

A digital portfolio or e-portfolio is a collection of your best work (also called data, evidence, or artifacts) that demonstrates what you are learning while preparing to be a teacher. Depending on your area of expertise, these electronic files can be submitted in the form of Word or PDF files, video or audio clips, JPGs, etc. Think of your portfolio as a platform of self-expression that should be maintained dynamically over time to demonstrate your professional growth and development.

What is an Artifact?

The artifacts you include in your portfolio depend on your area of expertise. Remember, an artifact is a product you create during your college career that demonstrates your best work, not just a pile of papers or lesson plans. Here is a sample list of artifacts you may want to consider including as you progress through your professional program of study at MacMurray:

- Pictures from a trip abroad
- Your senior thesis
- Video clips of you teaching during field experience or internship experiences
- Certificates of achievement, participation and professional membership
- Exceptional/creative lesson plans and unit plans
- Reflective journal entries that describe transformational experiences encountered as you observe and participate in pre-service learning experiences.

Should I wait to pass the Basic Skills before I start to develop my portfolio?

No, please don't wait. We expect you to purchase Livetext, open your account and start to develop your digital portfolio immediately.

Remember that a professional portfolio should contain only carefully selected pieces of your most extraordinary work. It is unlikely that everything you produce in each course will be considered exceptional. As each semester progresses, you are often expected to turn in multiple assignments in short order and don't have time to reflect meaningfully on the quality of your work and the related learning experience. Livetext affords you a safe and accessible platform where all projects, papers, certificates, etc. can be stored or "backed up" and organized for later consideration.

What sections should I complete for the Education Department application?

- Cover page
- Personal Introduction
- Professional Information (attach a resume; a sample format is included with this application)
- Prompt Essay
- Philosophy of Education

Do I need to address any IPTS Standards for the Education Department application?

No. Education Department faculty reconsidered this requirement in October 2007 and decided that students do not need to address any of the IPTS Standards in their Education Department application.

SALLY STUDENT
STREET ADDRESS
LAGRANGE, ILLINOIS 60525
555-555-5555
PROFESSALEMAILADDY@GMAIL.COM

OBJECTIVE

I am interested in the education of individuals who are deaf or hard of hearing in both classroom and itinerant settings, getting out of my comfort zone, and trying new things with enthusiasm.

EDUCATION/PROFESSIONAL CREDENTIALS

May 2007

Bachelor of Arts, Deaf Education

MacMurray College

Illinois Teaching Certificate Type 10: Deaf and Hard of Hearing

Jacksonville, Illinois

- Interpreting Minor

WORK EXPERIENCE

January 2005 – March 2005

Teaching Practicum

Illinois School for the Deaf

Jacksonville, Illinois

- Observed high school freshmen and sophomores in an English/Literature class.
- Used American Sign Language (ASL), as appropriate, to communicate with the students.
- Tutored students who needed specified services.
- Aided teachers in everyday preparation of tasks for teaching.
- Created appropriate lesson plans for instruction.
- Taught several lessons to the classes with teacher and academic advisor supervision.

May 2003 – August 2005

Child Care Provider

Child Care

Willow Springs, Illinois

- Summer position, full-time child care provider.
- Cared for two children.
- Tutored both children in reading, writing, math, as well as other academic areas.
- Responsible for providing educationally rich activities for the children.
- Served as a role model for the children.

EXTRACURRICULAR HONORS/ACTIVITIES/ACHIEVEMENTS

- Member of the MacMurray College Women's Swim Team
- Member of Interpreter and Deaf Education Student Organization (IDEA) at MacMurray College
- Volunteer teacher's assistant at the Illinois School for the Deaf
- Member of Dean's List

When you have completed this form, please send it directly to the Education Office Secretary.

Dispositions Rubric for Division and Clinical Practice Admission

Student Name: _____ Date: _____

Evaluator: _____

	Not Acceptable	Remedial	Novice	Accomplished	Total	Comments
	0-1.5	1.6-2.5	2.6-3.5	3.6-4		
Professional Disposition/ Demeanor	Does not adapt mannerisms/ behavior when given different situations	Adapts mannerisms/ behavior to a few given situations	Adapts mannerisms/ behavior to some given situations	Adapts mannerisms/ behavior to most given situations		
Cooperation	Frequently uncooperative and/or argumentative, never allows others to speak	Sometimes uncooperative and/or argumentative, rarely allows others to speak	Usually cooperative and agreeable, allows others to speak	Always cooperative and agreeable, listens and speaks in turn		
Decision Making	Always wants things his/her way – does not consider views of others	Listens to others, does not always consider views of others	Usually considers all views	Always considers all views and works toward fair decisions		
Punctuality	Rarely on time – frequently unprepared	Frequently late and unprepared	Usually on time – usually prepared	Never late – always prepared		
Dress/ Appearance	Dresses inappropriately for situation	Occasionally dresses inappropriately for situation	Usually dresses appropriately for situation	Always dresses appropriately for situation		
Fulfillment of duty and role	Does not take role seriously – does not fulfill duty	Occasionally does not take role seriously – fulfills some duties	Takes role seriously – fulfills most duties	Takes role very seriously – fulfills all duties		
English Language Proficiency	Does not use proper English when speaking or writing	Seldom uses proper English when speaking or writing	Usually uses proper English when speaking or writing	Always uses proper English when speaking or writing		

Students must score a 3 or better in all observed performances in order to be accepted into the Division of Education. All rubrics must be received from MacMurray College faculty.

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