

USCB Department of Education
PROFESSIONAL PROGRAM APPLICATION REQUIREMENTS

Formal admission to the Professional Program in Early Childhood or Elementary Education is required of all USCB students who wish to complete the approved program leading to certification as a public school teacher in South Carolina.

USCB students who plan to seek certification must apply to the Professional Program during the semester in which they will complete 46-55 applicable semester hours.

Transfer students who have completed 56 or more applicable hours must apply during their first semester of enrollment at USCB.

Note: All students who are admitted to the Professional Program will pay a “one-time” fee of \$150 that will support the costs of consumable materials and supplies used in program methods courses.

Step 1 Complete Part I - Applicant Information

Step 2 Complete the information requested on Part II – Academic Information with your advisor.

Step 3 Prepare your admission essay as a Microsoft Word document and attach it to a LiveText document for submission.

1. Create your admission essay in Microsoft Word and name it with *Your Name: Professional Program Essay*. Follow the directions for writing and submitting your admission essay (Part IV, pp. 5-7). Make sure to also refer to the *Professional Program Essay Rubric* prior to writing your essay. The rubric is attached below the instructions.
2. Once complete, use LiveText to submit your word document:
 - a. Log on to LiveText and choose the documents tab.
 - b. Click on +New. Choose the folder “Essays,” choose the template “Professional Program Admission Essay.” Click the green “Create Document” button and enter *Your Name: Professional Program Essay* as the title of your new LiveText document (the same as your word document).
 - c. Follow the directions for submitting your document by clicking the “Professional Program Admission Essay” left side link.

Step 4 Make two copies of the Professional Program Recommendation form. You will need to obtain recommendations from the following:

1. A higher education professor who is aware of your academic capabilities. **You may NOT request a recommendation from “Department of Education” faculty members.**
2. A classroom teacher or an individual with whom you have worked with in a setting that includes children. This may have been in a school, church, camp, day care or from a practicum experience. This could also be someone who knows you well, if you have no contact with classroom teachers at this time.

Important: Please provide each of your recommendation references a stamped self-addressed envelope with the following address to be directly returned to: *USCB, Ms. Myke McCutcheon, Education Department, One University Blvd., Room 253 Hargray Bldg., Bluffton, SC. 29909 or Fax to: 843-208-8281.*

Step 5 Service Learning Log: Attach completed Service Learning Log to application (minimum of 25 hours).

Note: Beginning in Fall 2015, new criteria for the 25-hour youth experience requirements will be implemented. Please refer to the “25-hour Youth Experience Requirement for Admission to the Professional Program” that is posted on the Department of Education, Admission to the Professional Program website.

Deadlines for submission are:

To enter the program Fall Semester – February 1
To enter the program Spring Semester – October 1



Department of Education

CONSTRUCTIVIST EDUCATOR

UNIVERSITY OF SOUTH CAROLINA BEAUFORT

PROFESSIONAL PROGRAM ADMISSION APPLICATION

PART I: APPLICANT INFORMATION (Please print in ink or type)

NAME: _____ SSN: _____

*List any former name used while a USCB student _____

CURRENT MAILING ADDRESS: _____

CITY/STATE: _____ ZIP: _____ PHONE: _____

Summer address (if different) _____ PHONE: _____

USCB Email Address: _____

BIRTH DATE: _____ Gender: ___MALE ___FEMALE

RACE: White/Non Hispanic American Indian/Alaskan Native

Asian/Pacific Islander Hispanic African-American

APPLICATION SEMESTER: FALL DATE_____ SPRING DATE_____

CERTIFICATION LEVEL DESIRED:

Early Childhood

Elementary Education

Secondary Education: Area _____ (Proposed)

SEMESTER PLANNING TO COMPLETE STUDENT TEACHING INTERNSHIP:

FALL DATE_____ OR SPRING DATE_____

PART II

ACADEMIC INFORMATION: To be completed with your advisor.

1. Date admitted or date last readmitted to USCB: Semester/ Year _____
2. Total hours earned to date: _____
3. Cumulative Grade Point Average: _____
4. Education Grade Point Average: _____
5. Number of semester hours currently enrolled in: _____
6. Grades in specific general education courses:

ENGL B101____ **ENGL B102** ____ **MATH B221**____ **MATH B222**_____

PLSC B201_____

7. PRAXIS Core Information or verification of exemption (SAT or ACT)

	Score/Date
Reading:	_____
Writing:	_____
Math:	_____

Verification of Signatures:

I certify that the information I have provided in this application is true and accurate.

Student's Signature

Date

To the best of my knowledge, the information on this application is true and accurate.

Advisor's Signature

Date

PART III

SPECIAL INFORMATION – The following two statements require your attention.

STATEMENT 1: USC Beaufort provides affirmative action and adheres to the principle of equal educational and employment opportunity without regard to race, color, religion, sex, creed, national origin, age, disability or veteran status. This policy extends to all programs and activities supported by the university. Any person who feels they qualify for special accommodations due to a physical, learning or psychological disability should contact the Office of Disability Services at (843) 208-8263 for a free, confidential interview.

FAILURE TO ACCURATELY RESPOND TO STATEMENT 2 WILL RESULT IN IMMEDIATE SUSPENSION FROM THE PROFESSIONAL PROGRAM.

STATEMENT 2: Have you ever been arrested, convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense (including DUI) other than minor traffic violation; or are there any criminal charges now pending against you? Failure to answer these questions accurately could cause denial of certification. A Yes or No answer is required.

- YES
- NO

Initial & Date

MY SIGNATURE BELOW, SERVES AS VERIFICATION THAT I HAVE READ THE ABOVE TWO STATEMENTS.

Signature of Applicant/Date

PART IV

ADMISSION TO THE PROFESSIONAL PROGRAM ESSAY INFORMATION

The purpose of the admission essay is to assess your readiness for admission to the Professional Program. Please respond to the following prompts:

Essay Prompt Content

Prompt 1. Describe three (3) educational experiences that influenced your understanding of teaching and learning. Descriptions of these experiences should come from the list below.

1. One experience from your general education coursework.
2. One experience from your pre-professional core courses: EDCI B210, EDCI B243, EDFO B321, EDEX B300, and EDPY B335.
3. One experience working in a field setting with children or youth (e.g., 25-hour youth experience such as Teacher Cadet, volunteer work, tutoring, Vacation Bible school, etc.).

Prompt 2. For each experience, select a standard from the Department of Education’s Conceptual Framework and explain how it relates to the experience.

Prompt 3. Describe how each one of these experiences has influenced your perception of teaching. Provide clear examples that show how you will use these experiences with your future classes.

Essay Format – Written Expression

The structure of your essay should follow that of a standard 5 paragraph essay. Begin and end your essay with opening and closing statements. The opening statement should introduce your topic with a declaration of purpose and concise description of content. In the closing statement, you should review the highlights of your essay and provide an appropriate conclusion.

- Submit an essay to LiveText that is no longer than four (4) pages, word-processed, double-spaced in 12-point font and saved as a Microsoft Word document.
- Proofread your essay carefully. The essay rubric includes an assessment of your use of professional language and academic voice, as well as correct grammar, mechanics, spelling, and writing conventions.
- For confidentiality purposes, do not use children’s names in your essay examples.

Professional Program Essay Rubric

Candidate's Name: _____

Score _____/18

Scorer's (#1) Name: _____

Date: _____

Scorer's (#2) Name: _____

Exemplary (3)		Acceptable (2)		Unacceptable (1)	
Content					
Description of Experiences	Describes three required, relevant experiences that include a detailed description of the context and provides valuable personal insight from course concepts.	Description of Experiences	Describes the three required experiences with sufficient detail. Experiences are relevant to teaching and learning.	Description of Experiences	Lacks description of one or more required experiences and/or the described experiences may be irrelevant, incomplete, confusing, and/or vague.
Relationship to Unit Standards	Fully develops the relationship between the Conceptual Framework Standard and each experience. Response shows a deep understanding of the Conceptual Framework Standards.	Relationship to Unit Standards	Relates each experience to a relevant Conceptual Framework Standard.	Relationship to Unit Standards	Lacks a connection to the Conceptual Framework Standards for one or more experiences, and/or the connection is not appropriate or sufficiently developed.
Relationship to Future Teaching	Fully describes how each experience relates to future teaching. Response shows a deep understanding of effective teaching.	Relationship to Future Teaching	Describes and provides appropriate examples that illustrate how each experience relates to future teaching.	Relationship to Future Teaching	Does not make a connection to future teaching for one or more experiences, and/or the connection is not appropriate or sufficiently developed.
Comments on Content ratings					
Written Expression					
Organization	Evidence of a sophisticated writing style that includes a clearly developed and cogent introduction, body, and conclusion. Provides a smooth progression of ideas by using transitional devices throughout the writing.	Organization	Includes an introduction, body, and conclusion. Provides a logical progression of ideas throughout the writing. The introduction and conclusion provide a summary of the key points in the body of the paper.	Organization	Attempts an introduction, body, and conclusion; however, one or more of these components could be absent or confusing. Presents information in a random or illogical order throughout the writing.
Conventions	Demonstrates a consistent and strong command of sentence structure, grammar, capitalization, punctuation, and spelling. Does not contain errors.	Conventions	Demonstrates an adequate command of sentence structure, grammar, capitalization, punctuation, and spelling. May contain 1-2 minor errors that do not interfere with readability.	Conventions	Lacks an adequate command of sentence structure, grammar, capitalization, punctuation, and/or spelling. Contains errors that interfere with readability.
Professional Language	Demonstrates exemplary use of professional language with advanced vocabulary, precise word choice, and sophisticated sentence structure that engages the audience	Professional Language	Utilizes appropriate professional language that demonstrates knowledge of the prompt, a precise vocabulary, and an awareness of audience.	Professional Language	Lacks professional language exhibited by simplistic language, repetitive phrasing, slang, informal tone, colloquialisms, and limited vocabulary.
Comments on Written Expression					

Adapted from Winthrop University's Admission to Teacher Education Essay Rubric (2013)

- A score of “1” (Unacceptable) in any category requires an automatic rewrite.
- Candidates are required to work with the Writing Center on their essay rewrite. Evidence of working with the Writing Center must be submitted with the essay rewrite.
- Candidates are permitted two (2) rewrites. Candidates not receiving a passing score on the second rewrite will be referred to the Professional Program Review Committee.



Department of Education

CONSTRUCTIVIST EDUCATOR

UNIVERSITY OF SOUTH CAROLINA BEAUFORT

Professional Program Recommendation

Applicant _____

Certification Level Desired _____

The above named student is applying for admission to the Professional Program in Education at USCB. Acceptance into the program provides opportunities to take advanced courses and field experiences. To assist in the evaluation process, please respond to the following questions in ink and return this form directly to: Ms. Myke McCutcheon, USCB Department of Education, One University Blvd, Bluffton, SC 29909 or Fax to: 843-208-8281. Thank you for your help.

Please rank the applicant in the following areas and provide comments as necessary. Please use the following scale:

	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>
Intellectual Ability	5	4	3	2	1
Attitude	5	4	3	2	1
Reliability	5	4	3	2	1
Emotional Stability	5	4	3	2	1
Communication	5	4	3	2	1
Motivation	5	4	3	2	1

Ability to work with children

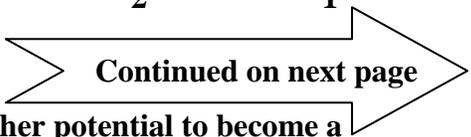
5

4

3

2

1

Continued on next page 

From your knowledge of the applicant, how would you evaluate his/her potential to become a successful teacher?

Please provide any additional information that would be helpful in assessing the applicant's strengths and/or weaknesses:

Briefly indicate how well and how long you have known this applicant, and in what capacity:

Would you like to speak with us directly regarding this candidate?

YES *(please provide contact information below)*

NO

Signature

Date

Printed Name

(Phone Number if responded "Yes" above)

***THE FACULTY OF THE DEPARTMENT OF EDUCATION AT USCB
THANK YOU FOR TAKING THE TIME TO ASSIST US AS WE WORK TO
PROVIDE QUALITY EDUCATORS FOR THE CHILDREN IN OUR COMMUNITY.***

Professional Program Committee comments:

Profession Program Committee Chair Signature

Approved _____

Denied _____