



Christian Brothers University
Undergraduate Teacher Education Program
“For Teachers Who Lead”

Application Checklist

Students must complete this application before taking any 300 level Education Courses.

- ✓ Completed application form. Please **DO NOT** send application materials such as recommendation forms or essays without first having an application on file.
- ✓ Two Recommendation Forms
- ✓ Test scores for the Praxis PPST I. Minimum scores for each exam are as follows:
 - **Core Academic Skills for Educators Tests-**
 - 5712 Reading = 156
 - 5722 Writing = 162
 - 5730 Math = 150

******CORE scores are NOT required for admission to the program; however, you will be responsible for PASSING them within the first 12 hours of the program! You are encouraged to do this ASAP!******

- ✓ GPA must be a 2.75 or higher at entry to program. If you do not have a 2.75 you will only be considered for the program admission with passing scores on the CORE (information above).
- ✓ Philosophy of Teaching essay (1-2 pages)
- ✓ Complete a background check and fingerprinting in accordance to TN law 49-5-56. Contact L-1 Enrollment Services at www.L1enrollment.com or 855-226-2937 to schedule an appointment. Please provide CBU's ORI#TNCC79123/Transaction type DP. Once you are fingerprinted, the information will be sent in about 1 week.
 - If you have already undergone this process (i.e. for hire within Memphis City Schools), you must undergo the fingerprinting process again unless you can provide us with a copy that was performed within the last 5 years. An additional fee will be charged.

Send all items on this checklist by mail or fax to:

Mailing Address

Department of Education
Christian Brothers University
650 East Parkway South – Box 101
Memphis, TN 38104

Fax Number: (901)321-3299

Christian Brothers University
Undergraduate Teacher Education Program
“For Teachers Who Lead”

Admissions Packet Contents

General Information

1. Admissions Procedures
2. Application for Admission
3. Recommendation Forms
4. Philosophy of Teaching Essay
5. TEP Interview
6. Declaration of Status of Praxis I & II Scores

* An application for admission to the Undergraduate Teacher Education Program is not acceptable until both examples of student writing are developed on a PC/Mac in Standard English. Do not jeopardize your acceptance into the program by submitting inappropriate writing.

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Undergraduate Teacher Education Program
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Admissions Procedures

1. ***Entry into the Program:*** Candidates should seek entry into the Undergraduate Teacher Education Program by the end of sophomore year. They must have received acceptance into the program before they enroll in ANY 300 or 400 level education course.

Specific steps to be followed:

- a. Obtain an application packet from the Teacher Education Office.
 - b. Complete all parts of the application and return it by the deadline set during the semester.
 - c. Receive notification of time and date of interview with the Undergraduate teacher Education Program Committee.
 - d. Prepare for interview by studying suggested questions provided in this packet.
 - e. Meet with the Undergraduate Teacher Education Committee for interview.
 - f. Receive written response from the Committee on results of interview and admission into the Program.
2. ***General Entry Requirements:***
 - a. The application must be completed and filed with the CBU Department of Education before an interview time will be given to the candidate. Components of the application include general information, biographical information, philosophy of teaching and learning essay, two letters of recommendation, and verification of test scores as described below.
 - b. Candidates must have passed the Core Academic Skills for Educators Test: (5712-Reading; 5722-Writing; 5732-Mathematics):

Reading – 156 Mathematics – 150 Writing - 162

Information and registration can be obtained at www.ets.org. The test may be taken at The University of Memphis’s testing center or through the computerized program as listed with the Praxis information. *There are also practice tests available on the ETS website.*

******CORE scores are NOT required for admission to the program; however, you will be responsible for PASSING them within the first semester of the program! You are encouraged to do this ASAP!******

- c. Candidates should have a 2.75 cumulative grade point average for admission and must complete the program with a 2.75 cumulative grade point average in the major, all professional education courses, and overall.
- d. Candidates will interview with the TEPC, which will evaluate these characteristics: communication skills, people orientation, personal traits, and general promise as a teacher.
- e. **No Conditional Admittance to TEP!**

Christian Brothers University encourages applicants from diverse economic, racial, and cultural backgrounds to apply for admission to the Undergraduate Teacher Education Program.

Christian Brothers University
Undergraduate Teacher Education Program Application
“For Teachers Who Lead”

Please type or print in blue or black ink.

Name _____ Date _____
Local Address _____ Phone _____
_____ Zip _____
E-mail _____ Phone _____
Home Address _____ Zip _____
_____ SSN _____
Date of Birth _____

EDUCATION

Name of H.S. _____ Date of Graduation _____
Date of Entrance to CBU _____ ACT Score _____ SAT Score _____
Have you taken the Pre-Professional Skills Test (CORE) and the Content Knowledge Praxis II? _____
If yes, please contact ETS about having your scores submitted to Christian Brothers University.
Name(s) of previous college(s) attended _____

Current Semester Hours Completed _____ Cumulative Grade Point Average _____

Major(s) _____

Previous Academic Advisors at CBU _____

Name Department

Name Department

Anticipated Semester of Graduation _____ of Student Teaching _____

List the area of licensure you are seeking _____

Undergraduate Teacher Education Program Application (cont'd)

What type(s) of school(s) are you interested in teaching?

- Public
- Suburban
- Private
- Rural
- Church-related
- Special
- Urban
- Inner-city

What subject(s) are you most interested in teaching? _____

What grade level(s) are you most interested in teaching? _____

WORK EXPERIENCE

Employer	Type of Employment	Length of Employment

HEALTH

If you have a chronic illness, please describe it. _____

How many days of school have you missed in the last two semesters? _____

Why? _____

RECOMMENDATIONS

Two recommendations are expected. Forms are attached. Candidates pursuing entrance to CBU's Undergraduate Teacher Education Program should secure recommendations from various sources. Recommendations may be sent on the forms provided or on professional stationery of the person making the recommendation. At least one recommendation should come from a faculty or staff member of CBU.



RECOMMENDATION INFORMATION

Undergraduate Teacher Education Program

Two recommendation forms must be completed for admission to the program.
Completed forms should be mailed to:

Christian Brothers University
Department of Education – Director of Undergraduate TEP
650 East Parkway South, Box 101
Memphis, TN 38104

Recommenders should be either:

1. Present or past employers or supervisors in a work setting
2. Present or past colleagues
3. CBU Faculty or Staff members

At least one recommendation should come from a faculty or staff member of CBU. Forms completed by friends and/or others and letters without the appropriate recommendation forms cannot be used. If one of the above is not available or possible, please contact the Department of Education at (901)321-4350, for further instructions. Please remember that it is vital to have the designated persons complete recommendation forms. It is also the student’s responsibility to follow-up with those individuals with whom forms have been left to be sure they were sent to Christian Brothers University Department of Education.

Recommendation for Admission

Applicant’s Name _____

Address _____

City _____ State _____ Zip _____

INSTRUCTIONS: The above person has applied for admission to the Undergraduate Teacher Education Program at Christian Brothers University. Please provide the requested information to the best of your ability. Call the Director of the Undergraduate Teacher Education Program at (901)321-4350 if you have any questions or concerns. Mail the completed form to the address provided at the top. **Note:** Students will have access to this evaluation upon request.

In what capacity have you known the applicant: Academic Employment Other _____

I have known the applicant for _____ years and/or _____ months.

I know the applicant: slightly fairly well very well

Rate the applicant by checking the appropriate blanks using the scale below:

0 = No basis for judgment **1** = Poor **2** = Marginal **3** = Satisfactory **4** = Above Average **5** = Exceptional

1. Scholarship = **0 1 2 3 4 5**

Comments: _____

2. Personal Character = **0 1 2 3 4 5**

Comments: _____

3. Communication Skills = **0 1 2 3 4 5**

Comments: _____

4. Emotional Stability = **0 1 2 3 4 5**

Comments: _____

5. Promise as a Leader = **0 1 2 3 4 5**

Comments: _____

6. Interpersonal Skills = **0 1 2 3 4 5**

Comments: _____

7. Work Ethic = **0 1 2 3 4 5**

Comments: _____

8. Overall Estimate = **0 1 2 3 4 5**

Comments: _____

Do you know any reason this applicant should not be admitted to the undergraduate teacher education program and/or work with children? (Circle one) Yes No

If "Yes", please comment: _____

Mark one:

- I recommend this person for admission to the Undergraduate Teacher Education Program.
- I recommend with reservations this person for admission to the Undergraduate Teacher Education Program.
- I do not recommend this person for admission to the Undergraduate Teacher Education Program.

Signature of Recommender _____ Date _____

Print Name _____ Position _____

Institution/Association _____

P.O. Box or Street Address _____

City _____ State _____ Zip _____

Phone _____ Date _____

Please attach any additional comments.



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Recommendation for Admission

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

INSTRUCTIONS: The above person has applied for admission to the Undergraduate Teacher Education Program at Christian Brothers University. Please provide the requested information to the best of your ability. Call the Director of the Undergraduate Teacher Education Program at (901)321-4350 if you have any questions or concerns. Mail the completed form to the address provided at the top. **Note:** Students will have access to this evaluation upon request.

In what capacity have you known the applicant: Academic Employment Other _____

I have known the applicant for _____ years and/or _____ months.

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1. Scholarship = **0 1 2 3 4 5**

Comments: _____

2. Personal Character = **0 1 2 3 4 5**

Comments: _____

3. Communication Skills = **0 1 2 3 4 5**

Comments: _____

4. Emotional Stability = **0 1 2 3 4 5**

Comments: _____

5. Promise as a Leader = **0 1 2 3 4 5**

Comments: _____

6. Interpersonal Skills = **0 1 2 3 4 5**

Comments: _____

7. Work Ethic = **0 1 2 3 4 5**

Comments: _____

8. Overall Estimate = **0 1 2 3 4 5**

Comments: _____

Do you know any reason this applicant should not be admitted to the undergraduate teacher education program and/or work with children? (Circle one) Yes No

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Signature of Recommender _____ Date _____

Print Name _____ Position _____

Institution/Association _____

P.O. Box or Street Address _____

City _____ State _____ Zip _____

Phone _____ Date _____

Please attach any additional comments.

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Philosophy of Teaching Essay

Please attach this paper to your autobiographical sketch. It should:

- be typed
- be 1 to 2 pages in length
- be double spaced
- have 1 inch margins
- be typed in size 12 font
- be free of grammatical, typographical, and syntactical errors
- be signed

Failure to comply with these requirements will cause the candidate to re-submit these papers and may cause the candidate to meet again with the committee after acceptable papers have been received.

I have read the above statements and will comply. By signature of this statement, I am also attesting that the submitted papers are works of my own.

Applicant's Signature _____ Date _____

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Suggested Topics for Philosophy of Teaching Essay

This statement should be a thoughtful discussion of your personal philosophy of education. Please address any of the following topics. You do not have to address all the topics suggested. Please present your best writing and feel free to add additional information that will enable this committee to know you better.

- The purpose of schooling in society
- The role of learning in the life of a person
- The educational needs of today’s students
- The kind of curriculum that is important in the 21st century
- How children and young people learn best
- What constitutes effective teaching
- The role of the teacher in today’s society
- The qualities that characterize excellence in teaching
- Challenges facing today’s schools
- Or you may do a blend of these or related topics

Candidates are encouraged to take the written components of their application to the Writing Laboratory and/or to anyone who is a good proofreader for review.

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Undergraduate Teacher Education Program Committee (TEPC) Interview

1. Be prompt.
2. Prepare for the interview in the same way as a job interview:
 - a. Dress appropriately.
 - b. Be as relaxed as possible; be poised.
 - c. Make eye contact with all members.
 - d. Take time to think about your responses. Express thoughts clearly and with good diction and enunciation. Avoid the use of slang and too many idioms.
 - e. Appear willing to learn from others. Be able to admit that you may not know how to meet some situations that can occur in teaching. Be able to indicate what you would do if you did not know.
 - f. Determine how you will exhibit enthusiasm in the interview without appearing insincere.
3. Re-read your autobiography and philosophy before the interview, so you will be familiar with what you have written.
4. Wait outside the door of the conference room until you are called.
5. Thank the Committee when you leave and indicate you will look forward to hearing the results of the interview.
6. When you leave, tell the next candidate that he/she will be called by the Committee.
7. The decision of the Committee will be sent to you in writing.
8. **Make absolutely certain that the written components of the application for admission are written clearly, without error, and in formal usage.** If this written work is not acceptable, the candidate will be asked about it during the interview and will be asked to re-submit the work(s) in acceptable form.
9. The candidate should be able to converse with the Committee in **Standard English**, avoid use of colloquialisms, and slang. Since this is a formal setting, formal language is required. This in no way means that the use of humor and an occasional colloquialism is not appropriate; it does mean that the general communication between candidates and Committee members will be formal, not stilted.

The obvious reason for this concern is that all teachers must be able to function at a high level of language use.

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TEPC Interview Suggested Questions for Candidates

1. What are some of your reasons for wanting to become a teacher? What level/area do you plan to pursue? What do you believe your assets for teaching to be? Do you have any liabilities that you will need to work on?
2. How would you describe an ideal teacher?
3. How do you think schooling might be different in a few years?
4. What has been your best experience in school? Worst? What difference will this make for you as a teacher?
5. What do you do in your spare time?
6. What kind of disciplinarian do you think you will be? How will you establish good classroom management when you begin to teach?
7. Do you have interest in other areas other than classroom teaching?
8. Do you have concerns about obtaining adequate knowledge of the subject matter you will be teaching?
9. What have you learned about teaching from a grade school teacher? A high school teacher? A college teacher?
10. What have you learned about teaching from your clinical experiences?
11. What kind of correlation do you think exists between ability and GPA? Ability and standardized test scores? Ability and success? How might success be measured?
12. What if...

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DECLARATION OF STATUS OF CORE SCORES AND PROGRAM REQUIREMENTS

I attest to the fact that I understand that I am required to make satisfactory scores on the CORE *test* in order to be accepted into the Undergraduate Teacher Education Program. I also understand that I will not be allowed to take any education course above the 200 level until I am completely admitted to the Undergraduate Teacher Education Program.

I am aware that I also MUST take and pass the CORE (Praxis I for licensure) within my first semester of education coursework and the Praxis II Content knowledge tests must be taken and passed within my second semester of coursework in order to continue with any further coursework.

Please check all that apply.

I have taken the CORE and have requested my scores be sent to the department.

I have not taken the CORE and understand that I will need to do so and pass within the first semester of my program.

SIGNATURE _____ **DATE** _____

Print Name _____ **SSN** _____