Post-Baccalaureate Program
Application Checklist
Use the checklist to help you confirm that you are submitting a complete application.

___ Application

___ Teacher Certification Enrollment Form & Payment

___ Essay

___ Transcripts

___ Testing Requirement – Copy of one of the following
   ACT, GRE, Praxis 1 or Praxis Core, SAT Scores

___ Criminal History Disclosure Statement – Notarized

___ Health History/Immunization Form

___ Professional Behavior Policy—last 2 pages

Completed packets may be mailed to:

Towson University
Department of Secondary and Middle School Education
8000 York Road
Towson, MD 21252

Or Hand-delivered to Hawkins Hall Room 404 F

Application Deadline: None. Applications are accepted throughout the year.
Dear Prospective Student:

Thank you for inquiring about our post-baccalaureate teacher preparation program in the Department of Secondary and Middle School Education. Our program offers professional education courses to students seeking eligibility for teacher certification through the Maryland State Department of Education (MSDE).

A prospective student with a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) would typically select from the content areas listed below which will correlate with the major in which they earned their degree. However, if you are selecting a content area other than the content area in which you received your degree, please be aware that there will be additional course requirements in the newly chosen content area. This will be determined by the chairperson of the department upon review of your application and shared with you in a subsequent meeting.

The Department of Secondary and Middle School Education offers certification programs in the following subjects:

<table>
<thead>
<tr>
<th>Middle School Options (Grades 4 – 9)</th>
<th>Secondary Options (Grades 7 – 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English &amp; Math</td>
<td>Biology</td>
</tr>
<tr>
<td>English &amp; Science</td>
<td>Chemistry</td>
</tr>
<tr>
<td>English &amp; Social Studies</td>
<td>Earth, Space, Science</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Math</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
</tr>
</tbody>
</table>

Requirements for Admission:

- Minimum *cumulative* 2.75 GPA
- A completed baccalaureate degree
- Submission of the Admission Materials listed below
- No deadline

Please complete the following and mail to:

The Department of Secondary and Middle School Education
Towson University
8000 York Road
Towson, MD 21252-0001

Only complete applications will be accepted. A complete application includes:

1. **Application forms** - Complete and submit the department application form and the enrollment form with payment.

2. **Essay** – Using your experience with children, schools and teachers, discuss your desire to teach and its importance to your future. Limit: One and a half to two pages (double-spaced, word processed).
3. **Transcripts** – include ALL institutions attended after high school. Transcripts must be original, official and sealed. Have the transcript(s) mailed to you. Leave it sealed in its envelope and submit with application. Towson University transcripts may be unofficial print out from PeopleSoft. Grades of “D” and below will not be counted when the director performs the Grade Point Average (GPA) analysis.

4. **Test Scores Required** – Please provide a copy of your highest scores from one of the below.
   - **ACT** - composite score of 24 **Subject to change**
   - **GRE** - (Graduate Record Examinations) revised General Test: composite of the combined verbal and quantitative score of 297. Candidates who took the GRE test prior to September 2011 will use the old composite score of 1000 math and verbal composite score of 1000.
   - **PRAXIS I Scores** Minimum Composite score accepted is 527 **OR**
   - **PRAXIS CORE** Reading minimum =156, Writing minimum=162, Math minimum=150

**ACCEPTABILITY OF BASIC SKILLS: PRAXIS I AND PRAXIS CORE**

Test takers must meet the criteria listed on [www.mdcert.org](http://www.mdcert.org).

<table>
<thead>
<tr>
<th>Presented qualifying scores on:</th>
<th>PRAXIS 1 Reading</th>
<th>PRAXIS 1 Writing</th>
<th>PRAXIS 1 Math</th>
<th>Needs to present qualifying scores on:</th>
<th>PRAXIS CORE Reading</th>
<th>PRAXIS CORE Writing</th>
<th>PRAXIS CORE Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
</tr>
</tbody>
</table>

**OR**

- **SAT** – taken after 2005, math and critical reading composite score of 1100 **Subject to change**
- **SAT** - taken between 4/95 and 2005, math and verbal composite score of 1100
- **SAT** - taken prior to 4/95, math and verbal composite score of 1000

If you do not have scores that are applicable, please take the PRAXIS CORE [www.ets.org](http://www.ets.org)

If you attended TU and submitted scores with your **university application**, you may submit a copy of scores listed on the bottom of your student center page in PeopleSoft. **Always keep a copy of your scores.** You will need them for teaching applications.

5. **Criminal History Disclosure Statement** – Must be notarized. Free Notary available in HH 404F and HH 303. Bring 2 forms of official picture identification, such as driver’s license/permit, college ID, passport, etc.

6. **Professional Behavior Policy** – Read the entire document. Complete and sign last two pages and submit with the application. The Assistance plan is included for your review only and would be engaged by your PDS Liaison in discussion with you. Do not include it with your application.

7. **Acceptance Notification** - If you meet the requirements, we will notify you by e-mail within 14 business days after submission. If you do not meet the requirements, we notify you by e-mail along with recommendations. If you do not meet the required GPA, the recommendation is for you to take undergraduate courses (such as those listed in #8 below) until you have met 2.75 GPA.

8. **Courses you may take** In anticipation of being accepted into the program, you may register for Introductory Education Classes which are listed in the document titled “Required Education Courses. Anyone may register for these classes as they do not require department permission. The courses are:
   - SCED 305 Adolescent Learning, Development, and Diversity (3)
   - ISTC 301 Integrating Instructional Technology (3)
   - SPED 301 Introduction to Special Education K-12 (3)

9. **Final Internship (Student Teaching) GPA Requirements**
   - 2.75 minimum GPA in your major/content field
   - 2.75 minimum GPA overall
   - 3.00 minimum GPA in professional education courses

**Keep for your records**
# POST-BACCALAUREATE MIDDLE SCHOOL EDUCATION PROGRAM
Administered by The Department of Secondary & Middle School Education

## Required Education Courses

### FOR STUDENTS MATRICULATING ON or AFTER FALL 2011

### INTRODUCTORY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCED 305</td>
<td>Adolescent Learning, Development, and Diversity</td>
<td>(3)</td>
<td>PSYC 101</td>
</tr>
<tr>
<td>ISTC 301</td>
<td>Integrating Instructional Technology</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>SPED 301</td>
<td>Introduction to Special Education K-12</td>
<td>(3)</td>
<td>None</td>
</tr>
</tbody>
</table>

May be taken before being admitted to program or throughout the program

### PROGRAM COURSES

Students must be accepted into the program and provide acceptable Praxis I, Praxis Core, SAT, ACT or GRE scores to their advisor to gain permission to take the following classes in sequence.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSED 342</td>
<td>Principles of Middle Level Education</td>
<td>(3)</td>
<td>SCED 305</td>
</tr>
<tr>
<td>SCED 460</td>
<td>Using Reading and Writing in the Secondary School</td>
<td>(4)</td>
<td>concurrent</td>
</tr>
</tbody>
</table>

### MARYLAND STATE DEPARTMENT OF EDUCATION – Teaching Certificate Requirement

**PRAXIS II** Student must take and pass both Middle School Praxis II test for certification.

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>5047</td>
<td>Middle School: English/Language Arts</td>
</tr>
<tr>
<td>5169</td>
<td>Middle School: Mathematics</td>
</tr>
<tr>
<td>5440</td>
<td>Middle School: Science</td>
</tr>
<tr>
<td>5089</td>
<td>Middle School: Social Studies</td>
</tr>
</tbody>
</table>

There is no pedagogy test required for Middle School certification in the state of Maryland

### Final Internship GPA REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Major</th>
<th>Overall</th>
<th>Professional Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA</td>
<td>2.75</td>
<td>2.75</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Purchase Tk20.**
POST-BACCALAUREATE
SECONDARY EDUCATION PROGRAM

Required Education Courses
FOR STUDENTS MATRICULATING ON or AFTER FALL 2011

INTRODUCTORY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCED 305</td>
<td>Adolescent Learning, Development, and Diversity</td>
<td>3</td>
<td>PSYC 101</td>
</tr>
<tr>
<td>ISTC 301</td>
<td>Integrating Instructional Technology</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>SPED 301</td>
<td>Introduction to Special Education K-12</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

PROGRAM COURSES

Students must be accepted into the program and present a copy of acceptable Praxis I, Praxis Core, SAT, ACT or GRE scores to their advisor in order to gain permission from the advisor to take the following classes in sequence.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCED 341</td>
<td>Principles of Secondary Education</td>
<td>4</td>
<td>SCED 305</td>
</tr>
<tr>
<td>SCED 460</td>
<td>Using Reading and Writing in the Secondary School</td>
<td>4</td>
<td>Concurrent with SCED 341</td>
</tr>
<tr>
<td>SCED 499</td>
<td>Internship in Secondary Education</td>
<td>6</td>
<td>Application Required</td>
</tr>
<tr>
<td>SCED 461</td>
<td>Teaching Reading in the Secondary Content Area</td>
<td>3</td>
<td>Methods of Teaching Major Subject</td>
</tr>
<tr>
<td>English SCED 357</td>
<td></td>
<td></td>
<td>Required GPA: 2.75</td>
</tr>
</tbody>
</table>

FALL ONLY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology SCIE 380</td>
<td></td>
<td></td>
<td>French SCED 353</td>
</tr>
<tr>
<td>Chemistry SCIE 380</td>
<td></td>
<td></td>
<td>Math MATH 423</td>
</tr>
<tr>
<td>Earth/Sp/Sci SCIE 380</td>
<td></td>
<td></td>
<td>Physics SCIE 380</td>
</tr>
</tbody>
</table>

FINAL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCED 401</td>
<td>Analyzing Student Teaching</td>
<td>2</td>
<td>Concurrent with student teaching</td>
</tr>
<tr>
<td>SCED 462</td>
<td>Seminar in Teaching Reading in the SCED Content Areas</td>
<td>1</td>
<td>Concurrent with student teaching</td>
</tr>
</tbody>
</table>

MARYLAND STATE DEPARTMENT OF EDUCATION – Teaching Certificate Requirement

PRAXIS II: Examination – Specialty Area and Principles of Learning

STUDENT TEACHING GPA REQUIREMENTS

<table>
<thead>
<tr>
<th>Major</th>
<th>Overall</th>
<th>Professional Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.75</td>
<td>2.75</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Purchase Tk20.
**Tk20 Required Purchase.** TU’s College of Education uses Tk20 HigherEd™ as a comprehensive online data management system for all activities in programs leading to certification for teachers or other school personnel. Teacher candidates enrolled in certification program coursework are required to purchase a subscription to Tk20 upon acceptance into the program.

The system enables teacher candidates to participate in and manage their academic activities throughout their professional program. Teacher candidates will be able to:

- Monitor their own progress in the program.
- Create and submit key assignments online.
- Conduct online evaluations involving field mentors/supervisors.
- Create electronic portfolios documenting course work and/or for job interviews.
- Keep records of field experience work and experience with student teaching/clinical practice (field assignments, field experiences, and internships).
- Submit forms online, including applications for internship and other field experiences.

You can purchase your Tk20 account directly from Tk20 or through the TU Bookstore. The cost to purchase online from Tk20 is $110, plus processing fee, for 7 years of access. If you choose to purchase directly from Tk20, you **MUST** use this link for your Towson Tk20 account otherwise you may end up with an account for a different university. It will say **TOWSON** in the purchase options.

[https://payment.tk20.com/ctpayment/?id=towson](https://payment.tk20.com/ctpayment/?id=towson)

When entering your information to purchase, use your **SEVEN digit** TU student ID number.

*Note: Tk20 recommends use of Google Chrome or Mozilla Firefox*

For questions, please contact the Tk20 administrator

Email: tk20@towson.edu
Phone 410.704.3360
TOWSON UNIVERSITY
Department Application Form

Towson ID #: ____________________

Expected Graduation Semester: ________ ☐ undetermined

Cell Phone #: ____________________

Last Name  First Name

Home/Perm #: ____________________

DOB: ___________ TU Email Address ___________@students.towson.edu  Personal Email Address ____________________

Current Address: ___________________________________________________________ ___________________________________________________________

Perm Address (if different): __________________________________________________

SELECT ONE:

MIDDLE SCHOOL MAJOR
Select Two Areas of Study Below:

☐ English
☐ Mathematics
☐ Science
☐ Social Studies

UNDERGRADUATE SCED TRACK/CONCENTRATION
Select One Area of Study Below:

☐ English
☐ French
☐ History
☐ Social Science
☐ Spanish

Approved Post-Baccalaureate Non-Degree Area of Certification
Select One Area of Study Below:

☐ Biology
☐ Chemistry
☐ Earth/Space Science
☐ English
☐ French
☐ German
☐ History
☐ Mathematics
☐ Physics
☐ Social Science
☐ Spanish

ACADEMIC HISTORY: List all colleges and universities attended and GPA:

<table>
<thead>
<tr>
<th>Undergraduate College/University</th>
<th>State</th>
<th>Degree?</th>
<th>Date Rcvd.</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate College or University</td>
<td>State</td>
<td>Degree?</td>
<td>Date Rcvd.</td>
<td>GPA</td>
</tr>
</tbody>
</table>

The mission of the Teacher Education Unit is to inspire, educate and prepare facilitators of active learning for diverse and inclusive communities of learners in environments that are technologically advanced.

Below For Office Use Only:

SCHOOL PTS HRS GPA

____________________________]

Total PTS HRS GPA

____________________________________

Notes:

Application Received: ________________

Application Processed: ____________________

SCED ADVISOR:

____________________________________

____________________________________

Note: Students are required to attend a mandatory meeting prior to starting SCED 499. Meetings are usually held in September and March of each year. Check with your SCED advisor.
UNDERGRADUATE POST-BACCALAUREATE TEACHER CERTIFICATION ENROLLMENT FORM

For any PreK-12 programs listed below, please seek advising from the relevant academic department. This form should be signed by your adviser and returned to the University Admissions office.

Adviser Signature (required) __________________________________________________________

Areas of Certification: (Please check area of study below.)

Pre-K-12
- Art Education
- Dance Education
- Health Education
- Physical Education
- French
- Spanish

Secondary
- Biology
- Chemistry
- Earth-Space Science
- English
- History
- Mathematics
- Physics
- Social Sciences

Middle School
- English
- Math
- Social Studies
- Science

Elementary, Early Childhood and Special Education are not available through the post-baccalaureate teacher certification program.

A NON-REFUNDABLE $25.00 FEE MUST ACCOMPANY THIS FORM

(Check, Visa, Discover or MasterCard only). Please make checks payable to Towson University.

- Check
- Visa
- Discover
- MasterCard

Credit Card # ______________________________ Exp. __________________

Signature ____________________________________________________________

Section 1. Program and Term

Indicate the term you plan to enter Towson University.

- Spring
- Summer
- Fall
- Minimester

Year: _______

Will you continue to take classes beyond the semester indicated above?

- Yes
- No

Have you submitted an application for a previous term?

- Yes
- No

For which term did you previously apply?

- Spring
- Fall

Year: _______

Did you attend classes?

- Yes
- No

Section 2a. Personal Data

Social Security number (optional): ___________ - ___________ - ___________

TU ID (if known) __________________________________________________________

Complete legal name: _________________________________________________________________

Last/Family Name

First/Given Name

Middle Name

Previous surname(s): ________________________________________________________________

(Optional—used for matching documents sent under previous name(s); not used to determine eligibility for admission.)

Date of birth: ___ /___ /___

Gender: □ Male □ Female

Your address: ________________________________________________________________

Number and Street/Box No.

Apt. No.

County

City

State

ZIP/Postal Code

Country

Home Phone

Cell Phone

Email: ______________________________

Name of
- Parent(s)
- Guardian
- Spouse: ______________________________

Their/his/her address: ________________________________________________________________

Number and Street/Box No.

Apt. No.

County

City

State

ZIP/Postal Code

Country

Home Phone

Cell Phone

Their/his/her email: ______________________________

Section 2b. Ethnic Origin (optional)

Colleges and universities are asked by many groups and agencies, including federal, state and local governments, to describe the racial/ethnic backgrounds of their students. In order to help us respond to these surveys and to report this information, please answer both questions.

1. Are you of Hispanic or Latino origin? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

- Yes
- No

2. What is your race? Select one or more of the following categories, as appropriate: (The definitions above and below are provided by the National Center for Education Statistics.)

- White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- Black or African American (A person having origins in any of the black racial groups of Africa)
- Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains cultural identification through tribal affiliation or community attachment)
- Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
Section 3. Citizenship

Are you a U.S. citizen?  ☐ Yes  ☐ No  If you are not a U.S. citizen, please complete this section. If you hold a visa, permanent resident card, are a refugee, or have been granted asylum, provide photocopies of the documents you have been issued. Photocopy the front and back of the permanent resident card.

Country of citizenship: ______________________________________ Country of birth: _________________________________
Non-Immigrant status in the U.S.: _____________ Date of status: ___ / ___ / ___  Refugee status: _____________ Date received: ___ / ___ / ___
Permanent residency number: ________________________________________________________________ Date of issue: ___ / ___ / ___

Is English your native language?  ☐ Yes  ☐ No  If no, what is your native language? _________________________________________

FOR ISSO USE ONLY: Immigration classification _______________________________ Valid until ____________________________
Immigration status: q permits q does not permit consideration for in-state tuition eligibility.
(If status permits consideration, student applies by completing the reverse side of this form.)
Student cleared to enroll. ISSO, please sign ____________________________ and date: ___________________.

Section 4. Military Service (answer all questions that apply to you)

Branch of Service: ______________________________________ Date entered: ___ / ___ / ___ Date released: ___ / ___ / ___

Were you active duty for at least a year?  ☐ Yes  ☐ No
Are you a disabled veteran?  ☐ Yes  ☐ No
Are you a dependent of a veteran, and eligible to receive VA benefits?  ☐ Yes  ☐ No
Do you need “Early Out” papers to be prepared in order to attend Towson University?  ☐ Yes  ☐ No

Section 5. High School History

High school currently attending (or from which you graduated) ____________________________________________
City ____________________________________________ State ____________________________________________

Date of high school graduation/departure: ___ / ___ GED test date (if not a high school graduate): ___ / ___
Month Year Month Year

Section 6. College or University Attendance

IMPORTANT: Please begin with the most recently attended or current institution. List every school you have attended, whether you earned credit or not. Include concurrent enrollment experience if courses were taken while in high school. Also include any course work attempted, completed or in progress at Towson University.

NAME OF INSTITUTION
(Please do not abbreviate) ____________________________________________

LOCATION (City, State) ____________________________________________

DATES OF ATTENDANCE (Month/Year) From ___ / ___ To ___ / ___ Credits ______ ETS CODE

DISCIPLINARY RECORD: Answer each question below. An affirmative response to either question will not result in an automatic denial of enrollment. All relevant circumstances will be considered. The university reserves the right to request further information from the applicant to verify the information disclosed. Providing false information to these questions will be grounds for rejecting your application, or, if you are enrolled, expulsion.

A) Are you in good standing at all previous institutions that you attended and eligible to return?  ☐ Yes  ☐ No
   If “no” please explain the reason you are not in good standing and include in your explanation the name of the institution to which you are ineligible to return.

B) Has disciplinary action been initiated or taken against you at any of the institutions you attended?  ☐ Yes  ☐ No
   If “yes” please explain and include in your explanation the name of the institution taking disciplinary action, the date of the infraction, and the disciplinary action taken. ____________________________________________

[ 2 ]
Section 7. Residency Information for Tuition Determination

Do you wish to be considered for in-state tuition status? ☐ Yes ☐ No (If yes, you must complete this section of the application.)

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTATION.

☐ I am a part-time (50%) or full-time regular employee of the University System of Maryland or I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.

Please indicate relationship: __________________________________________________________

Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

☐ I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.

Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your “home of residency” (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military:

________________________________________________________________________________________

☐ I am a veteran of the U.S. Armed Forces residing in Maryland.

Please submit a copy of your DD214. If you have a discharge category other than honorable, please also submit a copy of your Certificate of Eligibility.

☐ I am the spouse or child of a veteran of the U.S. Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C.§ 3311(b)(9) or 3319) and living in Maryland.

Please submit a copy of the veteran’s DD214 and a copy of your Certificate of Eligibility.

☐ I am eligible for in-state status consideration under the Maryland National Guard Nonresident Tuition Exemption.

I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation of my eligibility from my Company Commander for consideration.

APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THE FOLLOWING QUESTIONS.

Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

☐ I am financially independent. I have earned taxable income and I have not been claimed as a dependent on another person’s most recent income tax returns.

☐ I am financially dependent on another person who has claimed me as a dependent on his/her most recent income tax returns or I am a ward of the state of Maryland. If a ward of the state, please submit documentation and go to item 10.

Name of person upon whom dependent and relationship to applicant: __________________________________________________________

a. How long have you been dependent upon this person? __________________________

b. Is the person a resident of Maryland? ☐ Yes ☐ No

c. Address of this person: __________________________________________________________

d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? ☐ Yes ☐ No

i. If a Maryland tax return has not been filed within the last 12 months, state reason(s): __________________________________________________________

ii. If you are related to a non-resident individual who has filed a tax return for the most recent year, state reason(s): __________________________________________________________

iii. If you are a ward of the state of Maryland, state reason(s): __________________________________________________________

e. Signature of this person: __________________________________________________________

[ 3 ]

continued on next page
The Student Applicant is responsible for completing items 1-10.

1. Permanent address:
   
   Length of time at permanent address _____ years _____ months
   
   If less than 12 months, provide previous address: ________________________________
   
   Length of time at previous address _____ years _____ months

2. Did you move to Maryland primarily to attend an educational institution?  
   ❑ Yes  ❑ No

3. Are all, or substantially all, of your possessions in Maryland?  
   ❑ Yes  ❑ No

4. Do you possess a valid driver's license?  
   a. If yes, initial date of issue ______________________  b. In what state? ______________________
   c. Most recent date of issue ______________________  d. In what state? ______________________

5. Do you own any motor vehicles?  
   a. If yes, initial date of registration ____________________  b. In what state? ___________________
   c. Most recent date of registration ____________________  d. In what state? ___________________

6. Are you registered to vote?  
   a. If yes, in what state? _______________________  b. Date of registration: ____________________
   c. Were you previously registered to vote in another state? ________________________________

7. Have you filed a Maryland state income tax return for the most recent year?  
   If a Maryland tax return has not been filed within the last 12 months, state reason(s): _______________
   ____________________________________________________________________________________

8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation.  
   ____________________________________________________________________________________

   ❑ Yes  ❑ No

9. Do you receive any public assistance from a state or local agency other than one in Maryland?  
   a. If yes, indicate type and issuing state: ________________________________

   ❑ Yes  ❑ No

I certify that the information provided is complete and correct. I understand that the university reserves the right to request additional information if necessary. In the event the university discovers that false or misleading information has been provided, the student applicant may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent terms.

10. ____________________________________________________________________________________

    Signature of Applicant       Date
Section 8. Candidate's Agreement (please read carefully and sign)

I certify that the information provided on this form is correct. I understand that the university reserves the right to request additional information if necessary.

Immunization Requirements: Students planning to take a course at TU at any time must meet the university’s immunization requirements. I acknowledge that I must provide proof of immunization (Immunization Record), to the Health Center. I understand that failure to provide proof of immunization may delay registration from further semesters. For more information about Immunization Records please contact: the Health Center (410-704-2466) or University Admissions (410-704-2113). The Health Form and Immunization Record are available online at the Health Center Web site (http://www.towson.edu/healthcenter).

In the event the university discovers that false or misleading information has been provided, the Student Petitioner may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters. Failure to give complete and accurate information may also result in the cancellation of registration privileges. I agree to abide by the rules, policies and regulations of Towson University, including those concerning the unlawful use of drugs or alcohol. Policy can be found in the Undergraduate Catalog, Appendix F.

In completing this form, I accept and agree to abide by the policies and regulations of Towson University concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Signature ______________________________________________________________ Date ______________________________

Mail to: Towson University Admissions
9000 York Road
Towson, MD 21252-0001

Fax: 410-704-3030 Phone: 410-704-2113
CRIMINAL HISTORY DISCLOSURE STATEMENT,  
AUTHORIZATION AND RELEASE

Student:________________________________________  Student ID No.: ___________________

Date:____________________________

Please read carefully

As a prerequisite to the placement of education majors in field experiences, the Code of Maryland Regulations requires students to complete the following Criminal History Disclosure Statement. Students are also required to update the information contained in this Disclosure Statement based on any changes in or additions to their criminal history until the time they graduate or otherwise cease their enrollment at Towson University.

************************************************************************************
Have you ever been convicted of, pled guilty to nolo contendere with respect to, or received probation before judgment with respect to a crime against children, in Maryland or any other jurisdiction? As defined in Article 27, §35C of the Annotated Code of Maryland, a crime against children includes child abuse and sexual abuse of a child (see reverse side of this page). **YOU NEED NOT PROVIDE ANY INFORMATION CONCERNING CRIMINAL CHARGES AGAINST YOU THAT HAVE BEEN EXPUNGED.**

______  No      _____ Yes

Have you ever been convicted of, pled guilty or nolo contendere with respect to, or received probation before judgement with respect to, a crime of violence? Crimes of violence are defined in Article 27, §643B of the Annotated Code of Maryland (see reverse side of this page). **YOU NEED NOT PROVIDE ANY INFORMATION CONCERNING CRIMINAL CHARGES AGAINST YOU THAT HAVE BEEN EXPUNGED.**

______  No      _____ Yes

If your answer to either of the preceding questions is yes, please explain fully – attach explanation to this statement, specifying the nature and date of the offenses(s), the name and location of the court(s) and the disposition(s), or outcome(s), including the sentences(s) imposed, if any.

I hereby declare and affirm under penalties of perjury that the contents of the foregoing Disclosure Statement are true and correct and complete to the best of my knowledge, information and belief. I understand that I am obligated, and hereby agree, to update the information contained in the Disclosure Statement based on any changes in or additions to my criminal history until such time that I graduate or otherwise cease my enrollment at Towson University. I also understand that the failure fully and accurately to complete and update the Disclosure Statement could result in action being taken against me, including removal from a field placement and/or dismissal from Towson University.

I hereby authorize Towson University and their agents, employees and representatives to investigate, utilize and disseminate the Disclosure Statement, and any information contained therein or derived therefrom,
Criminal History Disclosure Statement

for any and all purposes associated with my field placement and education profession in the State of Maryland or any other jurisdiction.

I hereby release, discharge and exonerate Towson University and their agent, employees and representatives from any and all liability, loss, claims and/or damages or every nature and kind arising out of, or in any way related to, the Disclosure Statement, the information contained therein or derived therefrom and the investigation, dissemination or use thereof.

Student's Signature (do not sign until instructed by Notary)

Printed Name of Student

Local Address:       Local Phone Number:

§643B. Mandatory sentences for crimes of violence.

(2) Crime of violence defined; correctional institutional defined. - As used in this section, the term crime of violence means abduction; arson in the first degree; kidnapping; manslaughter, except involuntary manslaughter; mayhem and maiming, as previously proscribed under §§ 384, 385, and 386 of this article; murder rape; robbery; robbery with a deadly weapon; carjacking or armed carjacking; sexual offense in the first degree; sexual offense in the second degree; use of a handgun in the commission of a felony or other crime of violence; and attempt to commit any of the aforesaid offenses; assault in the first degree; and assault with intent to commit a sexual offense in the second degree, as these crimes were previously proscribed under former § 12 of this article.

The terms correctional institution includes Patuxent Institution and a local or regional jail or detention center.

§35C. Causing abuse to child.

(A) Definitions.

(1) In this section the following words have the meanings indicated.

(2) Abuse means:

(i) The sustaining of physical injury by a child as a result of cruel or inhumane treatment or as a result of a malicious act by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicated that the child's health or welfare is harmed or threatened thereby; or

(ii) Sexual abuse of a child, whether physical injuries are sustained or not.

(3) Child means any individual under the age of 18 years.

(4) Family member means a relative of a child by blood, adoption, or marriage.

(5) Household member means a person who lives with or is a regular presence in a home of a child at the time of the alleged abuse.

(6) Sexual abuse means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

(ii) Sexual abuse includes, but is not limited to:

1. Incest, rape, or sexual offense in any degree;
2. Sodomy; and
3. Unnatural or perverted sexual practices.

(Do not write below this line. To be completed by Notary)

STATE OF

COUNTY OF

Subscribed and sworn before me this __________ day of ________________, 20 ___.

Notary Public
Student Health Services Admission Requirements

General Immunization Requirements:
- MMR (two doses on or after first birthday)
- TDAP (one dose of adult TDAP after age 11)
- Meningococcal - on campus housing residents

Directions for Completing the “To Do List”:

**Step One: Gather Immunization Records**
You may use our immunization form or any health care provider form which is legible, signed and in English.

Our form can be located on our webpage
https://www.towson.edu/healthcenter/documents/EOIImmunizationform.pdf

**Step Two: Access the TU Health Portal**
https://tigerhealth.towson.edu
Works best in Chrome

**Step Three: Log on to the TU Health Portal**
Same as your TU login

**Step Four: Input the student’s date of birth**
Date of Birth

**Step Five: Access the “To Do” list by clicking “forms”**
Click “forms”

**Step Six: View the “To Do” list**
Scroll Down
Your To Do List
Click each link and complete

**To Do List:**
- Pre-Entrance Immunizations (must upload document as an image!)
- Tuberculosis Exposure Risk Screening Questionnaire
- Health History Form
- Complete the Notice of Privacy Practices
- Consent for Treatment of a Minor (if applicable)
Step Seven: Gather immunization records and begin uploading by clicking the “Pre-Entrance Immunization Form” link.

Start here

Step Eight: Enter the dates for each Pre-Entrance Immunization

Enter each Immunization

Upload Immunization Documents

REQUIRED

Scroll to Bottom

Upload documents from health care provider

"Must be saved as an image, signed, legible and in English"

Click “Proceed”

Step Ten: Complete the rest of “To Do” list
Introduction and Rationale

The Teacher Education Executive Board (TEEB) has a responsibility to the education community to ensure that individuals whom Towson University recommends to the State of Maryland for certification are highly qualified to join the education profession. The teaching profession requires strong academic preparation, mastery of pedagogy, and other professional competencies. The profession also requires non-academic professional behaviors, such as interpersonal skills, which are as critical to success as those in the academic domain. The goal of this Professional Behavior Policy is to help candidates demonstrate professional behaviors in a school environment. This document sets forth those essential professional behaviors for the entire education unit.

A professional behavior policy serves several important functions, including, but not limited to: (a) providing information to those considering teaching careers that will help such students in their career decision-making; (b) serving as the basis for feedback provided to students throughout their teaching program regarding their progress toward mastery of all program objectives; and (c) serving as the basis for the final assessment of attainment of graduation requirements and recommendation for certification.

All candidates in education programs are expected to demonstrate they are prepared to work with students and adults in educational settings. This preparation results from the combination of successful completion of Towson University coursework, field/internship experiences, and the demonstration of professional behavior that all educators should possess. These professional behaviors are outlined below.

EDUCATION PROFESSIONAL BEHAVIOR STATEMENT

The Teacher Education Executive Board (TEEB) reserves the right for each department/program to refuse, deny, or revoke the application for admission to professional education programs or continuation in professional education programs of any student whose observed behavior is deemed incongruent with established guidelines of professional behavior.

As a professional discipline, education is “vested by the public with a trust and responsibility requiring the highest ideals of professional service.” All teacher education students agree to accept “the responsibility to adhere to the highest ethical standards of professional behavior.” Placing the importance of professional behavior and duties above one’s own convenience is the cornerstone of professionalism.

All teacher education students are responsible for understanding department- and program-specific professional expectations. In addition to fulfilling all academic requirements, successful completion of all field experiences requires demonstrated professional behavior including, but not limited to, punctuality, attendance, professional attire, discretion, respect for confidentiality, effective and appropriate communication with University and school-based students and personnel, and acceptance of diversity.

All teacher education students must exhibit behaviors consistent with the University's Code of Behavior and established professional practice in educational and clinical settings. Successful completion of all field experiences is a requirement for continuation in the education program.

¹Adapted from the University of Maryland, College Park (2005) *College of Education Technical Standards Policy.* Used with permission

Keep for your reference
Program Expectations of Behavior

The Education Program’s Expectations of Professional Behavior are grouped into three categories: Communication/Interpersonal Skills, Emotional and Physical Abilities, and Personal and Professional Behavior.

Candidates enrolled in an education program must:

Communication/Interpersonal Skills

- express themselves effectively in standard written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community such as University faculty, students, parents, administrators, and other staff
  
  o Candidates write clearly and use correct grammar and spelling. They demonstrate sufficient skills in written Standard English to understand content presented in the program and to adequately complete all written assignments, as specified by faculty.
  
  o Candidates communicate effectively with other students, faculty, staff, and professionals. They express ideas and feelings clearly and demonstrate a willingness and an ability to listen to others.
  
  o Candidates demonstrate sufficient skills in spoken Standard English to understand content presented in the program, to adequately complete all oral assignments, and to meet the objectives of field placement experiences, as specified by faculty.

- have communication skills that are responsive to a variety of perspectives represented in diverse classrooms and/or other professional environments
  
  o Candidates appreciate the value of diversity and look beyond self in interactions with others. They must not impose personal, religious, sexual, and/or cultural values on others.
  
  o Candidates demonstrate their awareness of appropriate social boundaries between students and educators and their readiness to observe those boundaries.

- have the necessary interpersonal competencies to function effectively with students and parents/guardians, and to function collaboratively as part of a professional team
  
  o Candidates demonstrate positive social skills in professional and social interactions with faculty, colleagues, parents/guardians, and students.
  
  o Candidates demonstrate the ability to express their viewpoints and negotiate difficulties appropriately, without behaving unprofessionally with instructors, peers, or students.

Emotional and Physical Abilities

- be able to work appropriately with time constraints and deadlines, to concentrate in distracting situations, to make subjective judgments to best serve the needs of students, and to ensure safety in the classroom and in emergency situations
  
  o Candidates demonstrate the ability to work with frequent interruptions, to respond appropriately to unexpected situations, and to cope with variations in workload and stress levels.
  
  o Candidates demonstrate the ability to multi-task and to adapt to and display flexibility in changing situations.
  
  o Candidates possess the ability to make and execute quick, appropriate, and accurate decisions in a complex, stressful environment.
  
  o Candidates maintain composure and continue to function well in a myriad of situations.
• have the physical stamina to work a contractual day and perform extended and additional duties of a school professional such as parent conferences, after-school events, and other assigned duties
  o Candidates exhibit motor and sensory abilities to attend and participate in class and practicum placements.
  o Candidates tolerate physically demanding workloads and to function effectively under stress.

Personal and Professional Behavior

• arrive on time for professional commitments, including classes and field experiences
  o Candidates meet deadlines for course assignments and program requirements. A pattern of repeated absences, lateness, and failure to meet deadlines in courses or fieldwork is not acceptable.

• seek assistance and follow supervision in a timely manner, and accept and respond appropriately to constructive reviews of their work from supervisors
  o Candidates reflect on their practice and accept constructive feedback in a professional manner. They demonstrate the ability to act upon appropriate suggestions and reasonable criticism.
  o Candidates are flexible, open to new ideas and willing to modify their beliefs and practices to best serve the needs of their students.

• demonstrate attitudes of integrity, responsibility, and tolerance
  o Candidates demonstrate honesty and integrity by being truthful about background, experiences, and qualifications; doing their own work; giving credit for the ideas of others; and providing proper citation of source materials.
  o Candidates interact courteously, fairly, and professionally with people from diverse racial, cultural, and social backgrounds and of different genders or sexual preferences.
  o Candidates must not make verbal or physical threats; engage in sexual harassment; become involved in sexual relationships with their students, supervisors, or faculty; or abuse others in physical, emotional, verbal, or sexual ways.
  o Candidates demonstrate the ability to understand the perspectives of others and the ability to separate personal and professional issues.
  o Candidates exhibit acceptance of and are able to make appropriate adjustments for exceptional learners.
  o Candidates protect the confidentiality of student and colleague information unless disclosure serves professional purposes or is required by law.

• show respect for self and others
  o Candidates exhibit respect for all Towson University and school personnel, peers/colleagues, students, their parents/guardians, and community members.
  o Candidates know cell phone use is prohibited during class hours (inc.texting).
  o Candidates are free of the influence of illegal drugs and alcoholic beverages on university premises and field placements. They are expected to abide by the Towson University Code of Student Behavior.
  o Candidates demonstrate the ability to deal with personal and professional stressors through the use of appropriate coping mechanisms. They handle stress effectively by using appropriate self-care and by developing supportive relationships with colleagues, peers, and others.
  o Candidates use sound judgment. They seek and effectively use help for medical and emotional problems that may interfere with scholastic and/or professional performance.
  o Candidates realize their representations on the internet will be considered within the scope of their professional demeanor.

Keep for your reference
• **project an image of professionalism**
  - Candidates demonstrate appropriate personal hygiene.
  - Candidates dress appropriately for their professional contexts.
  - Candidates possess maturity, self-discipline, and appropriate professional judgment.
  - Candidates attend and assist as needed in lessons being observed.
  - Candidates demonstrate good attendance, integrity, honesty, conscientiousness in work, and teamwork.

• **social media policy**
  - The same principles and guidelines that apply to students’ activities in general also apply to their activities online. This includes all forms of online publishing and discussion, including blogs, user-generated video and audio, social networks and other social media applications. The Internet is neither anonymous nor forgetful, and there is no clear line between one’s professional life and personal life on a social media site. Teacher candidates need to weigh every posting for how it affects their effectiveness as teachers.

**Implementation and Review Procedures**

Each program of education will introduce this policy, and candidates will receive a copy of the *Program’s Professional Behavior Policy* and sign a *Professional Behavior Policy Acknowledgement Form* prior to the entry of the clinical experiences. Candidates in the programs will be required to submit an updated *Professional Behavior Policy Acknowledgment Form* prior to entry into the Professional Year.

At various points (e.g., field experiences) candidates will be notified of *Professional Behavior* inadequacies that may prevent them from progressing through their program. Documentation and consensus regarding the student's functioning will be sought before any action is taken. Candidates who experience deficiencies in any areas will be encouraged to seek appropriate professional help from Towson University or other sources. If the problem seems to be beyond remediation, the candidate’s continuation in professional programs, graduation, or recommendation for certification may be denied.

**Assistance for Individuals with Disabilities**

Professional behavior may be met with or without accommodations. The University complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, Towson University will endeavor to make reasonable accommodations with respect to its behavior standards for an applicant with a disability who is otherwise qualified. "Disability" shall mean, with respect to an individual, (1) a physical or mental impairment that substantially limits one or more of the major life functions of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. The University reserves the right to reject any requests for accommodations that are unreasonable, including those that would involve the use of an intermediary that would require a student to rely on someone else's power of selection and observation, fundamentally alter the nature of the University's educational program, lower academic standards, cause an undue hardship on the University, or endanger the safety of students or others.

For all requests for accommodations, students should contact Towson University's Disability Support Services (410-704-2638) and follow established university policy and procedures.

Unless a student has expressly waived his or her privilege to confidentiality of medical records provided to substantiate either a disability or a recommendation for an accommodation, program administrators to which such information has been communicated shall maintain such information in a manner that preserves its confidentiality. Under no circumstances shall such information become part of a student's academic records.

*Keep for your reference*
As well as academic preparation and teaching skills, the teaching profession also requires non-academic professional behaviors, such as interpersonal skills, which are as critical to success as those in the academic domain. The “Education Professional Behavior Policy” (part 2 of this document) describes the professional behavior expected of teacher candidates in all placements. Candidates who fail to demonstrate appropriate professional behavior pedagogical skills, or mastery of content may be removed from the field placement after other options may be explored.

Should a school leader request the removal of an intern from a school placement, the placement at that school shall be ended immediately. The intern will proceed to step five of this policy if the school requests that the intern be removed from the setting. If a candidate’s actions are considered illegal activities, there is an automatic referral to step five of this policy. If a candidate fails to demonstrate competence in one or more expectations in the school placement, the following policy shall be implemented.

**Procedure for Removing Candidates from Field Experiences and Concurrent Courses:**

1. The university supervisor ensures that the mentor teacher has modeled appropriate planning and instruction and has involved the intern in a gradual progression of appropriate professional experiences such as co-teaching, small group instruction, whole class instruction, and independent teaching if that is warranted. The University supervisor is responsible for observing the intern and providing both oral and written feedback for each lesson observed. The mentor teacher should give written feedback to any candidate that is having difficulty after formative discussions with the candidate have occurred.

2. When an intern encounters difficulty in the school/classroom, it is the university supervisor’s responsibility to inform the intern, in writing, that he/she is not meeting expectations and to specify the behaviors, dispositions, knowledge, and/or skills that need remediation. Once informed of the area(s) requiring remediation, the candidate is responsible for developing/proposing an Assistance Plan (in response to the area(s) requiring remediation) with the university supervisor. After review, discussion, and revision (as needed) of the proposed plan, the university supervisor, along with the mentor teacher and the intern, will finalize and sign an Assistance Plan that includes the areas of weakness and the steps the intern must follow to remediate those weaknesses. The plan will include a timeline that specifies how and when the candidate will be expected to address the identified weaknesses, benchmarks, criteria, and the steps that will follow if the weaknesses are not remediated within the time frame. Each time the university supervisor and the mentor teacher observe the candidate, references will be written as to the progress being made on the Assistance Plan. The university supervisor will give a copy of the Assistance Plan to the TU department chair or the program director as a way to alert them that the candidate is experiencing difficulty. Should the candidate refuse to sign or fail to implement the Assistance Plan, the candidate will be removed from the placement and will proceed to step five of this policy.

3. At the end of the time frame set forth in the Assistance Plan, the intern is either allowed to proceed in the field experience as long as he/she is able to maintain all of the responsibilities expected of the experience, or he/she is removed from the field experience due to lack of progress on the Assistance Plan. This decision will be made by the university supervisor in collaboration with the department chair; the director of the Center of Professional Practice (CPP) will be notified in writing of the decision that is made.

4. If an intern is removed from a field placement, he/she will receive a grade of F or U for the internship course. If the withdrawal occurs before the deadline for officially withdrawing from courses, the candidate may be allowed to withdraw from the internship and receive a grade of W for the course. Candidates taking concurrent courses will be allowed to finish those courses if the courses do not require continuing work with children/students in the field placement. Candidates may not work with other children/students outside of the given placement to fulfill the field placement components of the internship and concurrent courses.

5. Candidates may appeal the removal from field placement to the Dean of the College of Education or appropriate College within 48 hours of being removed from the placement. The Dean will make a decision on the appeal based
on university policy as stated in the appropriate catalog. If the Dean rules in favor of the candidate, the candidate will be placed back in an appropriate classroom setting. The candidate will not return to the original classroom or school, but may be reinstated in an internship in a different setting or in a future semester.

6. To be reinstated in a field placement and/or the concurrent courses in a subsequent semester, the candidate must make a written request to the department chair or the program director at least 30 days before the beginning of the semester in which the placement is sought. Individual departments will set requirements for reinstatement.

Sample of Assistance Plan

<table>
<thead>
<tr>
<th>Issues</th>
<th>Solutions</th>
<th>Action &amp; Date</th>
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<tbody>
<tr>
<td></td>
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<td>Failure to complete this plan satisfactorily may result in removal from internship.</td>
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<td>Follow-Up:</td>
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TU Intern ______________________  University Liaison __________________________
Copy to: Dept. Chair & Center for Professional Practice ________________ Date
Within the professional context to which each candidate aspires, all candidates must:

**Communication/Interpersonal Skills**

- be able to express themselves effectively in standard written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community such as University faculty, students, parents, administrators, and other staff
- have communication skills that are responsive to different perspectives represented in diverse classrooms and/or other professional environments
- have the necessary interpersonal competencies to function effectively with students and parents, and to function collaboratively as part of a professional team

**Emotional and Physical Abilities**

- be able to work under time constraints, concentrate in distracting situations, make subjective judgments, and ensure safety in emergencies
- have the physical stamina to work a contractual day and perform extended and additional duties of a school professional such as parent conferences, after-school events, and other assigned duties

**Personal and Professional Requirements**

- arrive (and be on time) for professional commitments, including classes and field experiences
- seek assistance and follow supervision in a timely manner, and accept and respond appropriately to constructive review of their work from supervisors
- demonstrate attitudes of integrity, responsibility, and tolerance
- show respect for self and others
- project an image of professionalism
- adhere to social media policy

I have read and acknowledge receipt of the Professional Behavior Policy. I understand that if the criteria listed above are not met satisfactorily, I may be recommended for dismissal from the Teaching Program and/or denied the opportunity to complete the internship and student teaching component of the curriculum.

Candidate Signature ___________________________ Printed Name ___________________________ Date ___________________________

NOTE: The University has a legal obligation to provide appropriate accommodations for students with documented disabilities. Documented disability students seeking accommodations, should register with the University's Office of Disability Support Services and notify your course instructor, and/or academic advisor prior to the start of classes and/or field experience.
**Instructions to candidate:** Rate yourself according to the following professional behaviors. Complete the sentence, “I believe I am able to…”

**Key:**  
A – Frequently  
B – Sometimes  
C – Rarely Ever  
N/A – Not Applicable

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>N/A</th>
<th>Professional Behaviors</th>
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<td>Express myself effectively in written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community such as University faculty, students, parents, administrators, and other staff.</td>
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<td>Demonstrate communication skills that are responsive to different perspectives represented in diverse classrooms and/or other professional environments.</td>
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<td>Exhibit the necessary interpersonal competencies to function effectively with students and parents, and to function collaboratively as part of a professional team.</td>
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<td>Work under time constraints, concentrate in distracting situations, make subjective judgments, and ensure safety in emergencies.</td>
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<td>Have the physical stamina to work a contractual day and perform extended and additional duties of a school professional such as parent conferences, after-school events, and other assigned duties.</td>
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<td>Organize time and materials, prioritize tasks, perform several tasks at once, and adapt to changing situations.</td>
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<td>Arrive on time for professional commitments, including classes and field experiences.</td>
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<td>Seek assistance and follow supervision in a timely manner, and accept and respond appropriately to constructive feedback from supervisors.</td>
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<td>Demonstrate attitudes of integrity, responsibility, and tolerance.</td>
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<td>Show respect for self and others.</td>
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<td>Project an image of professionalism.</td>
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I have reviewed the Department of Secondary Education and Middle School Education Professional Behaviors Policy and understand that if the criteria listed above are not met satisfactorily, I may be denied the opportunity to continue in the professional preparation program and to complete the extensive internship component of the curriculum.

Candidate signature: ________________________________ Date: _____________