###### **Spokane Master In Teaching (MIT) Program Application**

**Phase One: Application**

There are three steps to completing application to Spokane MIT programs, which are described below. These steps include applying to the WSU graduate school, providing supplemental materials to the MIT Program, and submitting official documentation of basic skills and content exams. The priority application deadline is **November 15, *and only complete applications will be considered for admission.*** Additional complete applications will be accepted on a space available basis until **February 15.** [**(**Additional information about the Spokane MIT Program Admissions Process.)](https://spokane.wsu.edu/academic/education/master-in-teaching/master-teaching-application-process/)

**Step 1: Applicants submit an online application to the WSU Graduate School.**

      Apply to the WSU Graduate School: The On-line Application for Admission to the WSU Graduate School is available at <https://gradschool.wsu.edu/apply/>. A $75 application fee will be required to submit application.

      Submit Official transcripts: MIT students must have a conferred bachelor’s degree before being admitted to the program. Official transcripts must be sent DIRECTLY from your previous university to the WSU Graduate School at the address below. (Detailed information about providing OFFICIAL transcripts may be found at <https://gradschool.wsu.edu/domestic-requirements/>) Please note: WSU transcripts are a part of your student record, and do not need to be requested.

 **Graduate School**, **Washington State University**

 **P.O. Box 641030**

 **Pullman, Washington 99164-1030 Send e-scripts to:** Grad.Sch.Transcript@wsu.edu

      Provide References: You will be required to provide names and e-mail addresses for three people who have agreed to provide professional recommendations for you. Your references will be sent an email prompting each to complete an on-line reference survey on your behalf. Please ask your reference writers to discuss: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your ability to do academic, graduate-level work, and (4) your interpersonal skills. References from family members or friends will not be accepted.

**Step 2:** **Applicants submit all supplemental application materials requested below to the MIT program**.

Please submit the following supplemental materials via email to the College of Education Graduate Studies Office, at gradstudies@wsu.edu.

      Applicant Cover Sheet – Attached Form, Page 2

      Professional/Volunteer Experiences – Attached Form, Page 3

      Personal Commitment and Relevant Experiences Essay – Guidelines, Page 4

      Current Resume (May be submitted with supplemental materials or uploaded with online graduate application.)

      **Secondary applicants** who do not hold a bachelor’s degree in the content area of their certification endorsement must also submit a [Self-Evaluation Endorsement Worksheet](https://education.wsu.edu/undergradprograms/teachered/endorsements/list/) for evaluation of coursework. Self-Evaluation Endorsement Worksheets and transcripts should be provided as soon as possible to identify any coursework deficiencies, to allow time to enroll in any prerequisite coursework prior to enrolling in the MIT program.

**Step 3:** **Applicants submit official documentation of passing scores on approved Basic Skills and Content Proficiency Exams.** Additional information about Basic Skills and Content Proficiency Exams may be found at <https://spokane.wsu.edu/academic/education/general-mit/>

**Phase Two: Application Review & Interview**

Complete applications will be reviewed by the MIT Admissions Committee. Simply meeting the application requirements does not guarantee admission to the program; only the most outstanding applicants will be selected for interviews, which will take place during in late January or early February.

**Phase Three: Admissions Review**

Following application review and interviews, the most highly qualified individuals meeting all admission requirements (including passing required content exams) will be accepted and recommended for admission to the Graduate School.

QUESTIONS ABOUT THE APPLICATION PROCESS? Contact gradstudies@wsu.edu

**APPLICANT COVER SHEET**

**Program Interest: Elementary (K-8)**       **Secondary (High School)**       **Paraeducator (K-8)**

Name (First, Middle, Last):

Mailing Address:

 Street City State Zip

Phone: Home (       )       Work/Cell (       )

Personal Email Address:

WSU Email Address (if available):

The College of Education adheres to WSU policy, communicating only with WSU email addresses.)

Have you previously attended WSU:       WSU ID Number (if available):

**Names of all other post-secondary institutions you have attended:**

**Basic Skills Requirements**

Washington requires that all prospective teachers show evidence of basic skills in reading, writing, and mathematics. This requirement may be met by any combination of the following:

a) Taking the WEST-B Exam ([www.west.nesinc.com](http://www.west.nesinc.com)), OR

b) Providing OFFICIAL Transcripts for SAT or ACT scores in reading, writing, and mathematics OR

c) Out-of-state post-baccalaureate and master’s level applicants may provide official out-of-state basic skills exam scores to meet the basic skills requirement.

**Date of WESTB (or SAT/ACT) Exams** (completed or planned):

**Content Proficiency Requirements**

Washington requires all prospective teachers to show evidence of content knowledge at their intended level of certification (Elementary or Secondary). Passing scores demonstrate the candidate has the necessary content knowledge adopted by Washington Professional Educator Standards Board.

**ELEMENTARY**: Applicants to the Elementary MIT program must pass both of the Elementary NES subtests 1 and 2 prior to admission. Admission will not be considered without passing NES scores, which must be received by March 1.
([Elementary NES Exam Information](http://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/NT102_TestPage.html))

**Date of Elementary NES Exams** (completed or planned):

**SECONDARY**: Applicants to the Secondary MIT program must pass the content exam in their endorsement area prior to admission. \* Admission will not be considered without passing content exam scores, which must be received by March 1. [NES/WEST B Content Exam Information](http://www.west.nesinc.com/PageView.aspx?f=GEN_Tests.html)

**Endorsement/Content Area** \* Important note: Please visit <https://spokane.wsu.edu/academic/education/general-mit/> for information about Secondary MIT content-area options and requirements.

**Date of Secondary Content Exam** (completed or planned):

**PROFESSIONAL and/or VOLUNTEER EXPERIENCES**

**Applicant Name**:

List any experiences relevant to teaching or learning. This could include children, youth, and/or adults. If you would like to include more than three experiences, please copy and paste the information below.

**Acceptable:** Classroom Volunteering, Coaching, WSU Literacy Corps, Freshman Seminar Facilitator, National Youth Sports Program, HEP Program, Camp Counselor, Service Clubs: Girl/Boy Scouts, Tutoring, Campfire, 4-H, Youth Groups, College Teaching Assistant, Public School Paraprofessional, etc.

**Unacceptable**: Babysitting, Nanny, Older Brother/Sister

**Experience #1**

Name of organization:

Dates:

Grade level (Pre-K, K-8, Grade 9-12, Adults):

Total Hours:

Supervisor’s Name/Phone/Email:

Your Position/Role/Title:

Brief description of responsibilities:

Brief description of learners and/or community:

**Experience #2**

Name of organization:

Dates:

Grade level (Pre-K, K-8, Grade 9-12, Adults):

Total Hours:

Supervisor’s Name/Phone/Email:

Your Position/Role/Title:

Brief description of responsibilities:

Brief description of learners and/or community:

**Experience #3**

Name of organization:

Dates:

Grade level (Pre-K, K-8, Grade 9-12, Adults):

Total Hours:

Supervisor’s Name/Phone/Email:

Your Position/Role/Title:

Brief description of responsibilities:

Brief description of learners and/or community:

**PERSONAL COMMITMENT & RELEVANT EXPERIENCES ESSAY**

The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed five typed pages (double-spaced, 12-point font). Please number each response and put your name on each page of the document.

1. **Personal commitment to teaching:**

Describe your personal commitment to youth and the teaching profession. In your response, include details about your experiences with children and youth and your personal qualities that demonstrate your ability to make a significant contribution to the teaching profession.

1. **Experiences demonstrating leadership, communication skills and initiative:**Describe experiences that have influenced or enhanced your communication skills, leadership skills, and initiative. Reflect on these skills and how they will influence your ability to be an exceptional teacher. While these experiences may have taken place in a structured environment such as the work place, it is also appropriate to discuss more “everyday” and personal experiences.
2. **Experiences with diverse individuals and communities:** Describe an experience with an individual (or community) that was different from you. How did this experience change or alter your perceptions?

**IMPORTANT INFORMATION FOR MIT APPLICANTS**

To protect the children in Washington Public schools, all newly admitted students must complete a full background check. The background clearance is a two-part process consisting of submitting a fingerprint records check through the Washington State Patrol (WSP) and FBI and applying for a pre-residency clearance certificate through the Office of the Superintendent of Public Instruction (OSPI). Upon admission to the MIT program, candidates will receive all of the necessary paperwork and fingerprinting information for clearance. Listed below are conditions that automatically prevent an applicant from being awarded a teaching certificate in the State of Washington.

**Automatic Denials for Certification**

Convictions, including guilty pleas, involving any of the following:

1. Physical neglect of a child under chapter 9A.42 RCW
2. Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW)
3. Sexual exploitation of a child under chapter 9.68A RCW
4. Sexual offenses under chapter 9A.44RCW where a minor is the victim
5. Promoting prostitution of a minor child under chapter 9A.88 RCW
6. Sale or purchase of a minor child under 9A.64.030 RCW
7. Violations of similar laws to the above in another jurisdiction

Washington State University subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.