

# Teacher Education Program

## College of the Ozarks Application Process

To apply for admission to the Teacher Education Program, you must meet the following requirements:

- ❖ Currently enrolled at College of the Ozarks
- ❖ Minimum of 30 credit hours
- ❖ Attended College of the Ozarks for at least one semester
- ❖ Successfully passed the Oral Communication Skills requirement in either EDU213 Orientation to Teaching or EDU243 Educational Media & Technology
- ❖ A College of the Ozarks' passing score on all sections of the MoGEA (Missouri General Education Assessment)  
English: 209      Writing: 193      Math: 177      Science: 202      Social Science: 195  
Register at: [www.mo.nesinc.com](http://www.mo.nesinc.com) under TEST tab select MoGEA. Cost: \$49 all sections or \$25 per section
- ❖ Have taken the Missouri Educator Profile Development Plan (MEP). Complete at: [www.mo.nesinc.com](http://www.mo.nesinc.com) under TEST tab select MEP. Cost is \$22.00
- ❖ Maintain or exceed a **cumulative** GPA of 2.75 and a minimum **professional and content** GPA of 3.0
- ❖ Have taken either the ACT or SAT and a copy of your score must be on file

For your application to go before the Teacher Education Committee, the following items must be submitted to the Education office by the due date posted on the Teacher Education calendar in the Education Department:

- ❖ **Application for Admission to the Teacher Education Program** form, filled out in its entirety, with your signature and date, your advisor's signature and date, and the signature/date of your major department's Teacher Education Committee representative. If your advisor is also the committee representative for the department, have another professor on the Teacher Education Committee sign on the representative line (a list of professors on the committee is posted in the Education Dept.). If your advisor is in the Education Department, have another Education Department faculty member sign as the Teacher Education Committee representative. NOTE: You are responsible for obtaining ALL signatures.
- ❖ **Consent to Release Data** form, filled out in its entirety, with your signature and date.
- ❖ **Affidavit of Moral Character for Teacher Certification Purposes – Missouri**, form filled out in its entirety and signed in the presence of a notary republic (form can be notarized on campus by Deborah Lyon, 3<sup>rd</sup> Floor Nursing Dept.; Diana Winkle, Dean of Administration office; Vicki Wrosch, Business office).
- ❖ **Code of Conduct** form read thoroughly and signed by applicant.
- ❖ **Teacher Dispositions** check list, completed and signed (per instructions on form).
- ❖ **Typed Document** stating why you are choosing teaching as a profession.
- ❖ **Oral Communication Skills Documentation** from EDU213 or EDU243 course.
- ❖ **MoGEA Test Results** submitted to the Education office. It is your responsibility to check with the Education office to be certain it is on file.
- ❖ **MEP Results** submitted to the Education office (a copy of your response and plan).
- ❖ **ACT or SAT Score Results** submitted to the Education office. If you are a transfer student, you may need to procure this for us from either your junior college or high school. If you entered C of O as a freshman, this information should be available in the computer system, which we can obtain after you turn in the Consent to Release of Data form. It is your responsibility to ensure we have your score.
- ❖ **Brown Card** from Cash Accounts confirming your current banked hours (140 banked hours are *recommended* at the completion of your 4<sup>th</sup> semester).

**Note: Prior to Student Teaching, you must pass the state-designated exit exam for your area of certification.**

# Application for Admission to the Teacher Education Program College of the Ozarks

Last		First		Middle		Maiden			
Name:									
Soc. Sec. #:		Sex:		Date of Birth:		Advisor:			
		Race:							
Permanent Address:						County:			
Current Address:									
Current Phone #:				Alternate Phone #:					
Campus Organizations to which I belong:									
Three (3) instructors under whom I've studied at C of O are:									
I PLAN TO COMPLETE A PROGRAM LEADING TO TEACHING CERTIFICATION IN THE FOLLOWING:									
<input type="checkbox"/>	Elementary (Grades 1-6)	<input type="checkbox"/>	Elem. w/Early Child (Birth-Grade 6)	<input type="checkbox"/>	MS/Jr. High Endorsement (Grades 5-9 in subject area) May be added to Elem or Sec	<input type="checkbox"/>	Secondary (Grades 9-12)	<input type="checkbox"/>	K-12 (Art, Music, PE, etc.)
Teaching Field(s) for MS or Secondary:									
<p>I HEREBY APPLY FOR ADMISSION TO THE TEACHER EDUCATION PROGRAM OF THE COLLEGE OF THE OZARKS.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I am currently enrolled <b>and</b> have completed one or more semesters of coursework at the College of the Ozarks;</li> <li><input type="checkbox"/> I have compiled a least 30 semester hours of college credit and passed the Oral Communication Skills requirement;</li> <li><input type="checkbox"/> I have passed all sections of the MoGEA exam, meeting the minimum required College of Ozarks cut scores;</li> <li><input type="checkbox"/> My ACT/SAT scores are on file and I have completed and signed the Affidavit of Moral Character and the Code of Conduct;</li> <li><input type="checkbox"/> I have attached a typed statement stating why I am choosing teaching as a profession;</li> <li><input type="checkbox"/> I understand that I must maintain a good academic record, including a minimum cumulative GPA of 2.75 and a GPA of 3.0 in my major teaching field, and no grade less than a 'C-' in required education (professional and content/subject area) courses if I am to qualify for student teaching and be recommended for teaching certification;</li> <li><input type="checkbox"/> I understand that the State Board of Education may refuse to issue a certificate of license to teach for any applicant who has pleaded to or been found guilty of a felony or crime involving moral turpitude under the laws of this state or any other state of the United States, or any other country, whether or not the sentence is imposed.</li> </ul>									
Signature of Applicant:				Date:					
We, the undersigned, have reviewed the application of this candidate and make the following recommendation:									
ACCEPT: Yes No		Advisor Signature				Date:			
ACCEPT: Yes No		T.E. Committee Rep. Signature				Date:			

## CONSENT TO RELEASE OF DATA

This form is supplied to the student pursuant to the directive as found in Section 4D (2) (A) of the FAMILY EDUCATION RIGHTS AND PRIVACY ACT of 1974.

With full knowledge that the College of the Ozarks will send personally identifiable information pursuant to this Consent Form at my request, I, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, hereby request that the following be supplied, and grant my consent by this request:

Specific records to be released (student is to place an "X" by those which are to be released):

**A. Record to be used by the Teacher Education Program and/or Student Teaching:**

- Application forms (to Teacher Education Program and/or Student Teaching). This will include any support documentation supplied by the student, including statement of reasons for application, dispositions rubrics, affidavit of moral character for teaching certification purpose, Code of Conduct, transcripts, and correspondence related to placement.

**B. Records to be used by school officials in placing student in student teaching assignment:**

- Data supplied by student for this purpose.  
 Transcript, if requested by school officials

**C. Records to be used for certification purposes in Missouri:**

- Transcript of all college credits  
 Application for teaching certificate  
 ACT/SAT scores  
 MoGEA scores  
 MO Content Assessment scores  
 Oral communication skills documentation

**D. Records to be used for certification purposes in or other states, if such certification is requested by the student:**

- Transcript of all college credits  
 Application for teaching certification (AR/other states)  
 MO Content Assessment/Exit exam scores  
 Copy of Missouri teaching certificate  
 Statement of Completion of State-approved Program (if applicable)

**E. Records to be sent to Office of Career Development for Placement Credential File (if requested):**

- Copy of evaluation forms related to student teaching performance (Cooperating teacher and/or principal; college supervisor)  
 Copy of additional evaluative information supplied by cooperating school personnel in addition to evaluation forms  
 Other (explain):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT OF MORAL CHARACTER FOR TEACHER CERTIFICATION PURPOSES - MISSOURI**  
**College of the Ozarks**

LAST NAME	FIRST NAME	MIDDLE I.	SS#	BIRTHDATE
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Section 168.031 of the MISSOURI SCHOOL LAWS mandates that “no person shall receive or hold any certificate (to teach) who does not present evidence of good moral character.” To carry out this requirement imposed by statute, it will be necessary for you to complete this form, which will become a part of your Teacher Education file.

In addition to completing the notarized form below, the applicant is required to submit references from his/her advisor and a faculty member in his/her major area via Teacher Dispositions rubrics. This notarized affidavit shall be submitted to the Certification Officer of the College of the Ozarks at the time application is made for student teaching. These documents will be used in the screening process for student teaching by the Teacher Education Committee and by the Certification Officer in the certification process.

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|--|-----|----|
| 1. Have you ever been charged with, convicted or entered a plea, including a plea of <i>nolo contendere</i> , to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations?  | Yes | No |
| 2. Have you ever been denied a professional license, certificate, permit, credential, endorsement or registration?   | Yes | No |
| 3. Have you ever had a professional license (except for driver’s license) certificate, permit, credential, endorsement or registration disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered, or do you have any pending complaints before any regulatory board or agency, or is there any investigation or adverse action now pending against you? | Yes | No |
| 4. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge?  | Yes | No |
| 5. Have you ever been removed from a Teacher Education Program for any cause other than low grades?  | Yes | No |

I attest that the responses I have made to the above questions are true statements, and I understand that falsification may be considered sufficient cause for denial of approval for student teaching and/or recommendation for certification in teaching.

APPLICANT’S SIGNATURE	DATE
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State of Missouri  
 County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_,  
 at \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC (SEAL)

If any of the above questions were answered “yes”, please explain. (Use the back of this sheet if necessary.)

## CODE OF CONDUCT

<b>Student Name:</b>	<b>Student ID:</b>		
<p>As an applicant to the Teacher Education Program at College of the Ozarks, I understand that “dispositions” are behaviors which constitute the habits of one’s lifestyle and are often referred to as “temperaments.” As a reflective practitioner, I am expected to exhibit desirable dispositions that enhance student learning and support the mission of the College and the Conceptual Framework of the Teacher Education Program. By placing my signature on this Code of Conduct, I acknowledge that I will be assessed on how I exemplify the dispositions listed below, and I understand that I am expected to “meet” or exceed expectations from this date and throughout my teacher training program (including student teaching) <i>in order to remain in the teacher education program</i>. Should I be found negligent or lacking in one or more of these dispositions, I understand I may be counseled toward improvement, counseled out of the teacher education program, and/or subject to program dismissal.</p>			
<b>Cooperation and Teamwork</b> <ul style="list-style-type: none"> <li>• Works effectively with others;</li> <li>• Practices patience and empathy;</li> <li>• Is willing to follow advice from mentors and teachers;</li> <li>• Seeks assistance and asks questions when appropriate;</li> <li>• Responds appropriately to constructive criticism;</li> <li>• Is willing to LISTEN to others;</li> <li>• Exhibits appropriate social skills</li> </ul>	Needs Improvement	Meets Expectations	Outstanding
<b>Respect and Ethical Behavior</b> <ul style="list-style-type: none"> <li>• Demonstrates fairness and respect to others;</li> <li>• Maintains appropriate rapport with faculty, students, etc.;</li> <li>• Respects confidentiality</li> </ul>	Needs Improvement	Meets Expectations	Outstanding
<b>Responsibility and Commitment</b> <ul style="list-style-type: none"> <li>• Is punctual and present for all classes, field experiences, &amp; other required activities;</li> <li>• Completes assignments and projects on time;</li> <li>• Is organized and prepared;</li> <li>• Performs work that reflects best efforts;</li> <li>• Models behaviors that will potentially enhance student learning;</li> <li>• Accepts responsibility for own actions;</li> <li>• Is passionate about becoming a teacher and TE preparations</li> </ul>	Needs Improvement	Meets Expectations	Outstanding
<b>Grooming and Dress</b> <ul style="list-style-type: none"> <li>• Dresses and grooms in appropriate manner for setting</li> </ul>	Needs Improvement	Meets Expectations	Outstanding
<b>Personality</b> <ul style="list-style-type: none"> <li>• Is positive person who can exhibit the joy of preparing to teach;</li> <li>• Demonstrates a commitment to the profession (attends SMSTA, Kappa Delta, Convos, Conferences, Mtgs. etc.)</li> </ul>	Needs Improvement	Meets Expectations	Outstanding
<b>Reflections and Flexibility</b> <ul style="list-style-type: none"> <li>• Exhibits a willingness to learn teaching strategies;</li> <li>• Is willing to learn theories to incorporate later into practice;</li> <li>• Thoughtfully considers suggestions for successful teaching</li> </ul>	Needs Improvement	Meets Expectations	Outstanding
<p><i>I have read the expectations above and agree to uphold this Code of Conduct.</i></p>			
<b>Student Signature:</b>			

**TEACHER EDUCATION PROGRAM APPLICATION  
TEACHER DISPOSITIONS**

Dispositions are behaviors that constitute the habits of one's lifestyle and are often referred to as "temperaments." As a reflective practitioner, C of O teacher candidates are expected to exhibit desirable dispositions that enhance student learning and support the mission of the College and the Conceptual Framework of the Teacher Education Program. Please check the box for each disposition category that best exemplifies the student's dispositions. "Meeting Expectations" is the category that will apply to most students. "Outstanding" is reserved for those categories where the candidate performs well above "typical" students. If you wish to comment on any of the indicators below each category, please feel free to do so. You may make notes on this page or on the back.

<b>Student Name:</b> (please print below and place signature to right)	<i>With my signature, I am waiving my right to review this form upon completion.</i> <b>Student Signature:</b>		
<b>Cooperation and Teamwork</b> Works effectively with others; Practices patience and empathy; Is willing to follow advice from mentors and teachers; Seeks assistance and asks questions when appropriate; Responds appropriately to constructive criticism; Is willing to LISTEN to others; Exhibits appropriate social skills	Needs Improvement	Meets Expectations	Outstanding
<b>Respect and Ethical Behavior</b> Demonstrates fairness and respect to others; Maintains appropriate rapport with faculty, students, etc.; Respects confidentiality	Needs Improvement	Meets Expectations	Outstanding
<b>Responsibility and Commitment</b> Is punctual and present for all classes, field experiences, & other required activities; Completes assignments and projects on time; Is organized and prepared; Performs work that reflects best efforts; Models behaviors that will potentially enhance student learning; Accepts responsibility for own actions; Is passionate about becoming a teacher and TE preparations	Needs Improvement	Meets Expectations	Outstanding
<b>Grooming and Dress</b> Dresses and grooms in appropriate manner for setting	Needs Improvement	Meets Expectations	Outstanding
<b>Personality</b> Is positive person who can exhibit the joy of preparing to teach; Demonstrates a commitment to the profession (attends SMSTA, Kappa Delta, Convos, Conferences, Mtgs. etc.)	Needs Improvement	Meets Expectations	Outstanding
<b>Reflections and Flexibility</b> Exhibits a willingness to learn teaching strategies; Is willing to learn theories to incorporate later into practice; Thoughtfully considers suggestions for successful teaching	Needs Improvement	Meets Expectations	Outstanding

EVALUATION COMPLETED BY (CHECK ONE) \_\_\_\_\_ Advisor  
 \_\_\_\_\_ Faculty Member in Student's Major Field  
 \_\_\_\_\_ Other Faculty Member (if student has not had coursework in major field)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Upon completion, please return this form to the Education Department. Thank you.*