



MOUNT ST. JOSEPH
UNIVERSITY

SCHOOL OF EDUCATION

5701 DELHI ROAD, CINCINNATI, OHIO 45233-1670
(513) 244-4801 (800) 654-9314 FAX (513) 244-4867

Dear Student:

Attached you will find all of the forms necessary for application for admission to the School of Education, Undergraduate Department. Please read each page carefully and completely; and **return all forms in a timely manner**. Be advised that advanced licensure courses, including any practica (clinical field experiences of 50 hours or more), require department admission prior to enrollment. Failure to complete the admission process in a timely manner creates scheduling problems and ultimately will delay your completion of your program and graduation.

Department Admission Process:

- ✓ **Complete and return the attached application to the School of Education.**
 - Applications are accepted at all times. There are no application or admission deadlines. However, working closely with your advisor will ensure that the admission process is completed in a timely manner. If you have not been admitted to the department by the time you need to enroll in advanced courses, you will not be able to move forward with scheduling classes.
- ✓ **Select faculty to provide recommendations.**
 - Be certain to put your name and student identification number on the top of each form before giving it to a faculty member. The faculty recommendations will be returned directly to the School of Education, Undergraduate Department.
- ✓ **Check on the status of your application.**
 - You may follow up on your application at any time by contacting the Undergraduate Department at 513.244.4801. Please be advised that only complete admission packets will be reviewed. Failure to meet any of the department admission requirements (see next page), will delay the review of your application. You will receive a letter from the School of Education, Undergraduate Department Chair upon acceptance or denial of admission.
- ✓ **Appeal for admission.**
 - Students, who believe they have met all admission criteria, but were not admitted to the department, may appeal this to the Chair of the Undergraduate Department. Appeal for admission must be submitted in writing within ten (10) working days from the date of the denial letter. Appeals should be addressed to the Chair, Undergraduate Department, School of Education. The written appeal must include:
 - 1) a statement indicating how all admission requirements were met;
 - 2) a written recommendation letter for admission from the student's academic advisor.

The student's letter of appeal, as well as the student's academic record, will be reviewed.



SCHOOL OF EDUCATION

Undergraduate Department Admission Application

MOUNT ST. JOSEPH
UNIVERSITY

Name _____ ID # _____
Date _____ Telephone # _____ Cell Phone # _____
Address _____ Zip _____
Class Standing _____

Program Applying for:

- Inclusive Early Childhood (IEC)
- Special Education (SED)
- Middle Childhood (MCE) Choose two concentrations:
 - Language Arts
 - Math
 - Science
 - Social Studies
- Multi-Age, Choose one concentration:
 - Art
 - Music
- Adolescent Young Adult Education (AYA), Choose one concentration:
 - Biology/Life Science
 - Chemistry
 - Integrated Language Arts
 - Integrated Math
 - Integrated Science
 - Integrated Social Studies
- Educational Studies

I wish to apply for admission to the School of Education Undergraduate Department. I am aware that requirements for entry into the department are:

- **EDU 190:** Introduction to Education (earning a “C” or higher)
- **Letter of Intent/Goal Statement:** Submit an application letter that explains your professional interests and goals. Include information about your experiences and dispositions as they relate to becoming a caring and effective educator.
- **Faculty Letter of Recommendations:** IEC, SED, and Ed Studies majors need one from education faculty and one from liberal arts faculty; AYA and Multi-Age candidates need one from faculty in area of concentration and one from education faculty; MCE candidates need one from education faculty and two from liberal arts faculty—one from each content area.
- **A minimum cumulative GPA of 2.8 or better:** This includes a “C” or better in all required courses.
 - **Successful completion of at least 28 hours** in introductory courses in major and LAS pre-requisites. This includes COM 100, ENG 101, PSY 103, SOC 103, and MTH requirement. Transfer students must successfully complete the equivalent of one full time semester for coursework at Mount St. Joseph University with grades recorded on an official transcript in addition to at least 28 transferable credit hours from prior institution(s).
 - **Educational Studies requires a minimum cumulative GPA of 2.0 or better.**
- **Students need to be aware of the following:** “An *active (current)* background check must be completed and submitted directly from the Attorney General’s office, to Jennie Cunningham, c/o Director of Clinical Experiences, Mount St. Joseph University, School of Education prior to field placements as indicated below. Background checks are active for a 12 month period/365 days from the date the check was completed.
 - UG Admission and Service Learning: BCI (required) FBI (required only if you have lived outside of Ohio within the past 5 years).
 - Practicum and Co-op Placements: BCI (required) FBI (required only if you have lived outside of Ohio within the past 5 years).
 - Student Teaching: BCI and FBI (both are required).

Student Signature _____

Date _____



MOUNT ST. JOSEPH UNIVERSITY

SCHOOL OF EDUCATION

Recommendation for Admission to the Undergraduate Department to be completed by the SCHOOL OF EDUCATION INSTRUCTOR (required for all applicants)

Student's Name _____ ID # _____

Instructor: Please evaluate this student in the following areas and return the form directly to Jennie Cunningham, School of Education, Undergraduate Department. Please do NOT return to the student.

USING THE RUBRIC at this link: MyMount > Mount Community > Education Licensure and Majors> (scroll to bottom) School of Education Faculty Recommendation Rubric, please rate students on a scale of 1-3.

(1=ineffective; 2=satisfactory; 3=outstanding)

Table with 4 columns: Category, 1, 2, 3. Rows include A. Communicator, B. Accepts Criticism/Feedback, C. Rapport, D. Enthusiasm, E. Ethical, F. Caring/Values/Believes, G. Persistent, H. Cooperative, I. Mature, J. Responsible, K. Initiative, L. Confident.

Please indicate the strength(s) of this student that could be considered contributing factor(s) to his/her potential effectiveness as a teacher candidate.

Please indicate any weaknesses (academic, social, etc.) that may potentially preclude this student from becoming an effective teacher candidate.

Any other comments/concerns regarding this applicant?

- I recommend this student as a prospective teacher without reservation.
I recommend this student as a prospective teacher with reservation.
I cannot recommend this student as a prospective teacher at this time.

Signature _____ Date _____

School/Department _____ Phone _____



MOUNT ST. JOSEPH
UNIVERSITY

SCHOOL OF EDUCATION

Recommendation for Admission to the Undergraduate Department
to be completed by CORE CURRICULUM/CONTENT AREA INSTRUCTOR
(required for AYA, IEC, MCE, Multi-Age and SED)

Student's Name _____ ID # _____

Instructor: Please evaluate this student in the following areas and *return the form directly to Jennie Cunningham, School of Education, Undergraduate Department.* Please do NOT return to the student.

USING THE RUBRIC at this link: MyMount > Mount Community > Education Licensure and Majors > (scroll to bottom) School of Education Faculty Recommendation Rubric, please rate students on a scale of 1-3.

(1=ineffective; 2=satisfactory; 3=outstanding)

| | 1 | 2 | 3 |
|-------------------------------|---|---|---|
| A. Communicator | | | |
| B. Accepts Criticism/Feedback | | | |
| C. Rapport | | | |
| D. Enthusiasm | | | |
| E. Ethical | | | |
| F. Caring/Values/Believes | | | |
| G. Persistent | | | |
| H. Cooperative | | | |
| I. Mature | | | |
| J. Responsible | | | |
| K. Initiative | | | |
| L. Confident | | | |

Please indicate the strength(s) of this student that could be considered contributing factor(s) to his/her potential effectiveness as a teacher candidate.

Please indicate any weaknesses (academic, social, etc.) that may potentially preclude this student from becoming an effective teacher candidate.

Any other comments/concerns regarding this applicant?

- ____ I recommend this student as a prospective teacher without reservation.
- ____ I recommend this student as a prospective teacher with reservation.
- ____ I cannot recommend this student as a prospective teacher at this time.

Signature _____ Date _____

School/Department _____ Phone _____



MOUNT ST. JOSEPH UNIVERSITY

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Recommendation for Admission to the Undergraduate Department to be completed by the CONTENT AREA INSTRUCTOR (required for MCE second content area only)

Student's Name _____ ID # _____

Instructor: Please evaluate this student in the following areas and return the form directly to Jennie Cunningham, School of Education, Undergraduate Department. Please do NOT return to the student.

USING THE RUBRIC at this link: MyMount > Mount Community > Education Licensure and Majors> (scroll to bottom) School of Education Faculty Recommendation Rubric, please rate students on a scale of 1-3.

(1=ineffective; 2=satisfactory; 3=outstanding)

Table with 4 columns: Category (A-L), 1, 2, 3. Categories include Communicator, Accepts Criticism/Feedback, Rapport, Enthusiasm, Ethical, Caring/Values/Believes, Persistent, Cooperative, Mature, Responsible, Initiative, Confident.

Please indicate the strength(s) of this student that could be considered contributing factor(s) to his/her potential effectiveness as a teacher candidate.

Please indicate any weaknesses (academic, social, etc.) that may potentially preclude this student from becoming an effective teacher candidate.

Any other comments/concerns regarding this applicant?

- I recommend this student as a prospective teacher without reservation.
I recommend this student as a prospective teacher with reservation.
I cannot recommend this student as a prospective teacher at this time.

Signature _____ Date _____

School/Department _____ Phone _____

UNDERGRADUATE ADMISSION CHECKLIST-to be retained for use by the student

Student's Name _____ ID# _____

Licensure area/Concentration(s) _____

| Criteria | Requirement | |
|--|--|--|
| Department Admission Application | | |
| Letter of intent/Goal Statement | | |
| Recommendations | | |
| It is the responsibility of the student to send the necessary recommendation forms to faculty and to follow up with faculty to make sure requested recommendations have been received by Jennie Cunningham in the School of Education. Please feel free to check with Jennie to see if your recommendations have been received in EDU. | | |
| | EDU Faculty <i>(Mandatory for all)</i> | |
| | LAS Faculty <i>Core Curriculum/ Content Area (Mandatory for IEC, SED)</i> | |
| | Concentration Faculty <i>(Mandatory for AYA, Multi-age)</i> | |
| | Concentration Faculty <i>(MCE-2 recommendations mandatory-one from each content area)</i> | |
| Prerequisite Courses | | |
| | COM 100 Spoken Word or equivalent | |
| | ENG 101 Written Word or equivalent | |
| | PSY 103 or equivalent | |
| | SOC 103 or equivalent | |
| | MTH 170 or higher | |
| | EDU 190 | |
| Cumulative GPA | 2.8 cum GPA (For all licensure programs, including transfer courses): 2.0 cum GPA (For Educational Studies and non-licensure programs) | |
| Credit Hours Completed | 28 cumulative credits or greater <i>(transfer students must have 12 credits in residence at MSJ)</i> | |
| Background checks cannot be received directly from students. Only paper copies received directly from the Attorney General's office (when completed by WebCheck) will be accepted. | An active (current) background check must be completed by WebCheck: <ol style="list-style-type: none"> 1. Have a paper copy sent directly to Jennie Cunningham, c/o Director of Clinical Experiences, Mount St. Joseph University, School of Education prior to field placements as indicated below. 2. Have your results sent electronically to ODE. 3. Background checks are active for a 12 month period/365 days from the date the check was completed. <ul style="list-style-type: none"> ▪ UG Admission and Service Learning: BCI (required) FBI (required only if you have lived outside the state of Ohio within the past 5 years) ▪ Practicum and Co-op Placements: BCI (required) FBI (required only if you have lived outside the state of Ohio within the past 5 years) ▪ Student Teaching: BCI and FBI (both are required) | |