LEVEL I – ADMISSION TO SIMPSON COLLEGE AS A GRADUATE STUDENT WITH INTENT TO ENROLL IN TEACHER EDUCATION

When to apply: Prospective candidates should apply for admission to the Transition to Teaching or the Master of Arts in teaching program by May 15 of the calendar year they intend to enroll. Level I Admission Status will be determined when all required documents are received and analyzed.

How to apply: Schedule a meeting with Liz Glodek, the Evening, Weekend, and Graduate Academic Advisor for Education Programs. Ms. Glodek will provide information and the necessary paperwork for the application procedure. (See pages 16-17 of the Graduate Teacher Education Handbook for more information on the initial application process.)

To be successfully admitted to Level I, candidates must meet satisfy the following requirements:

1. **Bachelor’s Degree**: Prospective candidates must have a bachelor’s degree from a regionally accredited institution. A regionally accredited institution has been accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges. If the degree is from an institution outside of the United States, it must meet accreditation standards in line with the Iowa Board of Educational Examiners’ requirements. An applicant whose bachelor’s degree was completed in a foreign institution must obtain a credential evaluation report completed by one of the board-approved credentialing services. Please see the Iowa Board of Educational Examiners for a current list of approved credentialing services.

2. **Major**: The prospective candidate’s degree must include a major of at least 30 credit hours (or the equivalent). The BA/BS major and the intended endorsement area(s) may be completely different.

3. **Initial endorsement**: Prospective candidates must identify an initial endorsement. The candidate’s initial teaching endorsement must meet Simpson’s requirements for that
endorsement. A college major in the subject area is not always sufficient; additional coursework may be required in order to satisfy Simpson and state requirements. It is expected that candidates have at least 75% of their required coursework completed for the endorsement. Candidates who have less than 75% of their required coursework left to complete will be evaluated on a case-by-case basis. Simpson College must be the licensing recommending official for a candidate’s first endorsement.

a. Candidates whose coursework is older than ten years will need to complete content coursework in their endorsement area(s) or take and pass the PRAXIS II content specific test before being admitted. The specific coursework required will be determined on an individual basis and approved by the Director of graduate education programs.

b. If candidates choose to earn additional endorsement, they may either meet Simpson’s requirements or meet minimum state standards. After initial licensure, candidates may add additional endorsements through the Iowa Board of Educational Examiners (BOEE). There will be additional fees assessed by the BOEE for this transcript analysis to add the endorsement.

4. **Grade Point Average Minimum Requirements.** All candidates must have a cumulative GPA of 2.75 or higher. The GPA will be calculated cumulatively from all institutions at which a candidate completed coursework. Candidates whose cumulative GPA falls below 2.75 will need to raise it to 2.75 before being admitted to the graduate education programs. Candidates may take additional coursework to raise their GPA; however, they will not be able to do so as a matriculated student.

a. Candidates must identify their initial endorsement. All courses from the department(s) included in the endorsement will be evaluated when calculating the endorsement GPA. This may include courses beyond (in addition to) Simpson’s requirements for the endorsement. Transition to Teaching candidates must also have an initial endorsement GPA of 2.75 or higher and Master of Arts in Teaching candidates must also have an initial endorsement minimum GPA of 3.00 or higher. For candidates seeking Option B endorsements in Science or Social Studies, the combined endorsement GPA in the coursework that satisfies
the endorsement areas must meet the requisite GPA (2.75 for T-to-T and 3.00 for MAT).

b. Candidates whose endorsement GPA falls below 2.75 (T-to-T) or 3.00 (MAT) will need to raise it to 2.75 (T-to-T) or 3.00 (MAT) before being admitted to the graduate education program. Candidates may take additional coursework to raise their endorsement GPA; however, they will not be able to do so as a matriculated student. Those candidates who begin in the TtoT program may be eligible for the MAT program if they raise their endorsement GPA to 3.00 before the student teaching semester.

5. **Interview.** All prospective candidates will meet with EWG Academic Advisor for graduate education programs. This meeting will give prospects an opportunity to discuss their academic goals. Prospective candidates will spend time with the EWG Academic Advisor reviewing the graduate education core coursework as well as the area of endorsement(s) sought by the prospect. The graduate education core coursework may need to be supplemented with coursework in order to satisfy state requirements. A college major in a subject area is not always sufficient. After the initial interview with the EWG Academic Advisor, a “Plan of Study for Program Completion” will be drafted for each applicant by the Director of Graduate Education.

6. **Writing Assessment.** Applicants will complete a writing assessment similar to a personal application essay, expressing the candidate’s interest in becoming an educator. The assessment will be handwritten and is not timed. Prospective candidates arrange an appointment at one of Simpson’s campuses (Ankeny, West Des Moines or Indianola) to take this assessment. For prospects outside of the Greater Des Moines area, the EWG Academic Advisor for graduate education programs will make arrangements for off-site completion. The writing assessment is evaluated in terms of Standard English usage as well as content demonstrating disposition appropriate for the teaching profession.

7. **Letters of Recommendation.** Applicants will provide three letters of recommendation from separate sources that can speak to the candidate’s academic ability and suitability.
for the teaching profession. These letters should accompany the recommendation form included in the application materials. Acceptable recommending sources are employers/supervisors, professional colleagues, and college instructors. Family and friends are not appropriate sources. E-mail references are acceptable but they need to be sent directly to the email of the EWG Academic Advisor for graduate education programs.

8. **Approval by Graduate Education Admissions Committee.** Once all application materials are received, the Graduate Education Admissions Committee will meet to make an admissions decision. Additional information may be requested at the discretion of this committee. Admission decisions will be made on a rolling basis. Applicants will be informed as soon as an official decision is complete.
LEVEL II – PRELIMINARY ADMISSION TO THE TEACHER EDUCATION PROGRAM

When to apply: Candidates will apply to Level II – Preliminary Admission during the Orientation Session scheduled as a part of the first course, Education 500 Graduate Foundations of Education.

How to apply: The necessary paperwork and procedures are distributed and explained during the Orientation Session in Education 500 Graduate Foundations of Education. At the conclusion of the Educ 500 semester, all of the required documents in the candidate’s file will be reviewed by the Education Department and a recommendation for Level II Preliminary Admission to the Teacher Education Program will be determined.

To be admitted to Level II, candidates must meet satisfy the following requirements:

1. **Successful Level I Completion.** In order to be considered for Level II, candidates must be fully admitted to Level I. Any conditional requirements from Level I admission must be satisfactorily completed.

2. **Complete Educ 500 Graduate Foundations of Education.** This first course in the Professional Graduate Education Core must be completed with a “B-” or higher. If this course is not completed with a B- or higher, the candidate will not be able to continue in the program. (All subsequent courses in the Professional Graduate Education Core must also be completed with a B- or higher.)

3. **Create a Personal Vision for Education.** This assignment, completed and evaluated in Educ 500 Graduate Foundations of Education, will allow candidates to articulate a personal philosophy and vision for education. This assignment will also become the first artifact in the candidates’ ePortfolio.

4. **Attend a Teacher Education Orientation Workshop.** A Graduate Teacher Education Orientation Workshop will be held during a regularly scheduled session of Educ 500 Graduate Foundations of Education. Information about progression in the program will
be provided, as well as an opportunity to ask for further information or clarification. Candidates will complete required application forms and additional paper work. Attendance at the workshop is required. If acceptable extenuating circumstances prevent a candidate from attending, the candidate must provide documentation of the circumstances and schedule an appointment with the Director of Graduate Education.

5. **Attend an ePortfolio Orientation Workshop.** An ePortfolio Orientation Workshop will be held during a regularly scheduled session of Educ 500 Foundations of Graduate Education. Information about the purpose and procedures used in candidates’ ePortfolios will be presented, as well as an opportunity to ask for further information or clarification. Attendance at a workshop is required. If the candidate is not able to attend the workshop during Educ 500 due to extenuating circumstances, the candidate may attend one of the workshops scheduled during day time hours.

6. **Create an ePortfolio.** Candidates must purchase a Chalk and Wire activation key prior to the ePortfolio Orientation Workshop. Activation keys can be purchased through Holly Johansen in the Education Department office. During the workshop, candidates will be shown how to activate their account. After activating the ePortfolio, candidates will be able to upload their graded “Personal Vision for Education” as an artifact and submit it to the Educ 500 instructor for assessment.

7. **Complete background check.** Candidates will complete the process for an Iowa DCI background check; this includes completing a form with identification and paying a $15 fee. Candidates’ must satisfactorily pass this check before being allowed to continue in the program. Candidates will also submit a preliminary FBI background check self-disclosure form. This form will ask candidates to provide any information that could lead to difficulties for an eventual FBI background check at the time of teacher licensure.

8. **Take the College Basic Academic Subjects Examination (C-BASE) test.** Candidates have one semester following admission to Level I to pass all three sections of the C-BASE test with a minimum score of 250 in English, Writing, and Math. [Candidates who
took the PRAXIS I test or another institution will be required to earn a minimum score of 172 in each subtest: English, Writing, and Math. See Addendum X for more information on the C-BASE test.

9. **Complete a minimum of ten (10) clock hours of field experience at the elementary level.** Candidates will need to schedule ten hours of field experience at an elementary school. The placement coordinator, Linda Jermeland, will arrange the field experience with one of Simpson’s partner schools. If candidates have extenuating circumstances that require this field experience to be completed at a different specific school, the candidate will need to work with the placement coordinator to ensure that a contract is in place between the school district and Simpson College. Candidates will keep a list of field experience hours to submit with the Level II application.

10. **Earn a positive recommendation from the Educ 500 Graduate Foundations of Education instructor.** Recommendations are based on course work and the candidate’s ethics, dispositions, and professionalism.

11. **Demonstrate essential and professional skills and dispositions.** During Educ 500 Graduate Foundations of Education, candidates will learn about professional ethics and essential professional dispositions. Candidates will also complete a self-assessment of professional essential dispositions. Candidates may be placed on probation or dismissed, at any point during the program, if they demonstrate serious deficits in the area(s) of knowledge, skill, dispositions, professionalism, and/or ethical behavior.

12. **Plan for Program Completion approved by the Licensure Officer.** During the Level I application and approval process, the candidate, EWG advisor, and Director of Graduate Education have drafted a Plan for Program Completion based on the individual candidate’s transcripts and program goals. The plan will address all additional coursework the candidate needs to complete to satisfy state-mandated liberal arts requirements, the Graduate Professional Education Core, and any remaining content
endorsement coursework. This plan will be reviewed and approved (or revised) by the Simpson Teacher Education Program Licensure Officer.

13. **Be approved by the Education Department.** Candidates who are not recommended for Level II, due to issues with dispositions, professionalism, or ethics, are reviewed by the Teacher Education Committee.
LEVEL III– FULL ADMISSION TO THE TEACHER EDUCATION PROGRAM

When to apply: Candidates will be reviewed for Level III – Full Admission to the Teacher Education at the conclusion of the Educ 516 semesters (or the second semester in the program).

How to apply: No application procedure is necessary. This is a review conducted automatically by the Education Department.

To be admitted to Level III, candidates must meet satisfy the following requirements:

1. **Successful Level I and II Completion.** In order to be considered for Level II, candidates must be fully admitted to Level I and II. Any conditional requirements from Level I and II admission must be satisfactorily completed.

2. **Pass the College Basic Academic Subjects Examination (C-BASE) test.** Candidates have one semester following admission to Level I to pass all three sections of the C-BASE test with a minimum score of 250 in English, Writing, and Math. [Candidates who took the PRAXIS I test or another institution will be required to earn a minimum score of 172 in each subtest: English, Writing, and Math]. Candidates who have not passed all three sections of the C-BASE will not be allowed full admission into the teacher education program. See Addendum X for more information on the C-BASE test.

3. **Take the PRAXIS II content test.** The Praxis II content tests are administered by Educational Testing Services (ETS). Praxis II content tests are used by many states as a requirement for teacher licensure. Although the state of Iowa does not require a Praxis II content test at this time, the Simpson College Graduate Education Program does. Candidates need to meet the passing cut score for each endorsement area that they are seeking at Simpson College (see Addendum X for more information).

4. **Demonstrate adequate progress in the ePortfolio.**
   b. Rated artifacts for Criterion 2a.
c. Criterion 3a: A copy of passing C-BASE test results and passing PRAXIS II test results should be uploaded as soon as they are available and used as partial completion for Criterion 3a requirements.

d. Standard 5: The Educ 516 practicum evaluation should have been submitted electronically and rated for criteria 5a-5l in Chalk and Wire.

e. Criterion 9a: A copy of the “Personal Vision of Education” paper must have been submitted to the communication assessor pool; an assessment/electronic rating is not required at this point.

5. **Complete a minimum of ten (10) clock hours of field experience at the secondary level.** Candidates will need to schedule ten hours of field experience at middle or high school. The placement coordinator, Linda Jermeland, will arrange the field experience with one of Simpson’s partner schools. If candidates have extenuating circumstances that require this field experience to be completed at a different specific school, the candidate will need to work with the placement coordinator to ensure that a contract is in place between the school district and Simpson College. Candidates will keep a log of field experience hours to submit to the *Educ 508 Assessment, Planning, and Teaching instructor*. NOTE: At this time of the Level III review, candidates will have ALSO completed a 30 hour advanced practicum as a required component of Educ 516. These practicum experiences will be reviewed during Level IV Admission to Student Teaching.

6. **Earn a cumulative GPA of 3.00 or higher.** Candidates must earn a grade of B- or higher in each professional education core course, and maintain a minimum of 3.00 graduate grade point average.

7. **Demonstrate essential and professional skills and dispositions.** Candidates may be placed on probation or dismissed, at any point during the program, if they demonstrate serious deficits in the area(s) of knowledge, skill, dispositions, professionalism, and/or ethical behavior.
8. **Be approved by the Education Department.** Candidates who are not recommended for Level II, due to issues with dispositions, professionalism, or ethics, are reviewed by the Teacher Education Committee.
LEVEL IV– APPROVAL FOR STUDENT TEACHING

When to apply: Candidates will apply for student teaching one year before the intended student teaching semester. Spring student teachers will apply the spring semester of the preceding year, fall student teachers will apply during the fall semester of the preceding year. Candidates must pay close attention to the dates for the required student teaching application meeting and deadlines. For FALL student teachers, the application meetings are usually conducted during the first week of October (the year before student teaching). For SPRING student teachers, the application meetings are usually conducted during the first week of February (the year before student teaching).

How to apply: Candidates must attend a “Student Teaching Application Meeting” during the semester of application. At this meeting, specific directions and forms will be distributed for the application process. Candidates must pay close attention to application deadlines. A late fee will be assessed for candidates who apply after the deadline (see pages.... for more information about student teaching).

To be admitted to Level IV, candidates must meet satisfy the following requirements:

1. Successful Level I, II, and III Completion. In order to be considered for Level IV, candidates must be fully admitted to Levels I, II, and III. Any conditional requirements from Level I and II admission must be satisfactorily completed.

2. Complete a minimum of eighty (80) clock hours of field experience and advanced practicum experience. Candidates will complete at least two 30 hour advanced practicum experiences; one practicum will occur during Educ 516 Secondary Education and one will occur during the content specific methods courses (Educ 541-546). The Simpson College Teacher Education Program is responsible for locating and contracting with schools for quality advanced practicum placements that help to ensure each candidate experiences a broad range of diverse settings. Each candidate will be assigned specific schools and mentor teachers for these practicum experiences. The placement coordinator, Linda Jermeland, will arrange the practicum experiences with a Simpson
partner school. Candidates and mentors will collaboratively determine a schedule to most effectively and feasibly complete each 30 hour experiences.

3. **Earn positive evaluations from each advanced practicum mentor.** Practicum mentors will be asked to complete evaluation forms to provide candidates with feedback on their performance. The evaluation forms are based on Simpson College Teacher Education Program Standards and use a rating scale of 1-5 on each standard evaluated.
   1. If candidates earn and ones (1) and more than one two (2), they may be placed on probation within the department and/or placed on a contract for the student teaching semester. In some cases, candidates may be required to complete an additional practicum before being admitted to student teaching.
   2. If it is determined that a contract needs to be in place for the student teaching semester, the contract is developed by the Coordinator for Student Teaching, reviewed by Director of graduate education programs and agreed to by the student teacher. The contract will explicitly articulate the conditions that must be met for the student teacher to be allowed to continue in the student teaching placement.
   3. If the student teacher violates the conditions of the contract, there is no guarantee that the student teacher will be allowed to complete the student teaching experience.

4. **Receive positive recommendations from at least three (3) faculty members and the EWG Academic Advisor.** Candidates will ask individuals to complete a student teaching recommendation form provided at the Student Teaching Application Meeting (also available on the Simpson College Education Department Website). A minimum of three faculty members must complete the recommendation forms. These include the candidate’s Educ 516 instructor, the candidate’s content specific methods instructor for each endorsement area, and an additional full-time Education Department instructor that teaches in the graduate education core. The EWG Academic Advisor must also complete a recommendation form. The recommendation asks for input about a candidate in several areas and uses a 5 point scale - A “positive recommendation” refers to an evaluation
where the majority of the items are rated 3 or higher. A rating of 3 indicates basic competence on the item evaluated.

5. **Complete all required e-Portfolio assignments.** At this point, candidates should have collected sufficient artifacts to demonstrate competency on most Standards and Criteria. Candidates must submit these artifacts for assessment to the appropriate education faculty at least two weeks before the Level IV review due date. Portfolio requirements for admission to student teaching include:
   a. Rated artifact for Criteria 2a, 2b, 2c.
   b. Criterion 3a evaluated by the academic advisor.
   c. Criteria 3b. and 4a-4l, submitted and evaluated by the instructor, on at least two detailed lesson/learning/unit plans with instructor rubric and ratings.
   d. Mentor’s Practicum Evaluation for both Educ 516 and Educ 54x courses submitted to the course instructor who electronically rate criteria 5a. – 5l.
   e. Two of the four required Standard 6 Technology artifacts.
   f. Rated artifacts for Criteria 7a and 7b
   g. Rated artifacts for Criteria 9a and 9b; these must be assessed by the entire communication assessor pool. Candidates must earn a “3” or higher on 9a and 9b, there is no limit to the number of times that a candidate may resubmit the artifacts for 9a and 9b. Candidates will not be allowed to student teach until they have demonstrated written communication skill competence on 9a and 9b.
   h. One of two artifacts for Verbal Communication (9c)
   i. One of two required artifacts for Nonverbal Communication (9d)

6. **Maintained Grade Requirements.** In order to be admitted to Level IV, candidates must meet the following grade requirements:
   a. Earn a “B-” or higher in all graduate education core coursework.
   b. Earn a “C-” or higher in all endorsement and state-mandated liberal arts courses.
   c. Earn a cumulative GPA of 3.00 or higher in all graduate education core coursework.
   d. Maintain a cumulative GPA, in all endorsement coursework, of:
i. 2.75 or higher for TtoT candidates
ii. 3.00 or higher for MAT candidates

7. **Take the PRAXIS II content test.** The Praxis II content tests are administered by Educational Testing Services (ETS). Praxis II content tests are used by many states as a requirement for teacher licensure. Although the state of Iowa does not require a Praxis II content test at this time, the Simpson College Graduate Education Program does. Candidates need to meet the passing cut score for each endorsement area that they are seeking at Simpson College (see Addendum X for more information).

8. **Be approved by the Education Department.** Candidates who are not recommended for Level II, due to issues with dispositions, professionalism, or ethics, are reviewed by the Teacher Education Committee.
LEVEL V– RECOMMENDATION FOR LICENSURE

When to apply: Candidates will be to apply for Iowa Licensure during the student teaching assignment semester.

How to apply: During one session of the student teaching seminar, Simpson College Teacher Education Program Licensure officer will provide instructions on applying for an Iowa teaching license. Candidates will complete forms and make payments for the FBI background check and the Iowa Teaching Licensure. The license application cannot be processed, however, until a passing grade is posted for Educ 588 Student Teaching and Educ 589 Student Teaching Seminar and all other requirements are completed. (Please see pages 35-38 for more information about teacher licensure application.)

To be admitted to Level V, candidates must meet satisfy the following requirements:

1. **Successful Level I, II, III, and IV Completion.** In order to be considered for Level V, candidates must be fully admitted to Levels I, II, III and IV. Any conditional requirements from Levels I, II, III, and IV admission must be satisfactorily completed.

2. **Submit application paperwork for Licensure and appropriate endorsement(s).** Candidates will need to carefully complete all paperwork required for Simpson College to process the license application. This paperwork includes:
   a. Simpson Licensure Application
   b. Iowa BOEE License Application Form
   c. All relevant endorsement sheets

   Candidates will need to submit a money order for the appropriate amount made out to the Iowa Board of Educational Examiners

3. **Maintained Grade Requirements.** In order to be admitted to Level IV, candidates must meet the following grade requirements:
   a. Earn a “B-“ or higher in all graduate education core coursework.
   b. Earn a “C-“ or higher in all endorsement and state-mandated liberal arts courses.
   c. Earn a cumulative GPA of 3.00 or higher in all graduate education core coursework.
d. Maintain a cumulative GPA, in all endorsement coursework, of:
   i. 2.75 or higher for TtoT candidates
   ii. 3.00 or higher for MAT candidates

7. **Complete the student teaching assignment(s) and the Student Teaching Seminar.**
   All requirements for Educ 588 Student Teaching and Educ 589 Student Teaching Seminar must be satisfactorily completed and candidates must have earned a grade of “P” (passing) for each.

8. **Receive Positive Recommendations from each student teaching mentor.** Student teaching mentors will be asked to complete evaluation forms to provide candidates with feedback on their performance. The evaluation forms are based on Simpson College Teacher Education Program Standards and use a rating scale of 1-5 on each standard evaluated. Candidates must receive positive recommendations from the mentoring teacher(s) with a ranking of 3 or higher on each item and overall average of 3.50 or higher.

9. **Pass a holistic ePortfolio review and** have it approved by the Director of the Graduate Education program and/or Licensure Officer and/or designee.

10. **Pass the FBI/DCI Background Clearance Check.** The process for submitting a FBI/DCI clearance check, including fingerprinting, will occur during the student teaching seminar.

11. **Meet Simpson College Teacher Education Program requirements.** Candidates must satisfactorily meet all requirements described in the Levels of Admission as well as any other requirement deemed necessary by Simpson College Teacher Education Program. In addition, any regulation changes made by the Iowa Department of Education or the Iowa Board of Educational Examiners may result in additional program requirements.

12. **Recommended by the Licensure Officer** to the Iowa BOEE for licensure.
LEVEL VI: MASTER OF ARTS IN TEACHING DEGREE COMPLETION
(MAT CANDIDATES ONLY)

When to apply: Candidates will be to apply for graduation during the summer semester when they are enrolled in Educ 573 Master’s Project.

How to apply: The candidate will work with the EWG Academic Advisor to complete a graduation application.

To be admitted to Level VI, candidates must meet satisfy the following requirements:

1. **Successful Level I, II, III, IV, and V Completion.** In order to be considered for Level IV, candidates must be fully admitted to Levels I, II, III, IV and V. Any conditional requirements from Levels I, II, III, IV and V admission must be satisfactorily completed.

2. **Maintain Endorsement Area GPA of 3.00 or higher.**

3. **Complete Educ 573 Master’s Project** Educ 573 Master’s Project is a 4 credit course offered each summer. During this course, eligible candidates will have the opportunity to complete the two final requirements for the Master’s degree (Master of Arts in Teaching).
   a. Comprehensive Examination. Much of the first weeks of the course will be spent reviewing major content from coursework in the Graduate Professional Education Core. After this review, candidates will sit for a written comprehensive examination. The examination will be graded “Pass” or “Fail.”
   b. Scholarly Paper. Candidates will select a topic of interest focused on a teaching strategy or approach, review the research literature currently available for the topic, synthesize the literature review, and propose a theoretical application to 5-12 education. The paper is graded “Pass” or “Fail”.
   c. If candidates do not successfully complete both of the requirements, they may register for Educ 574 Master’s Project Continuation. For the first fall semester after Educ 573, candidates may register for Educ 574 without charge. If candidates need additional semesters to complete all requirements, they will continue to register for Educ 574 and pay the equivalent of one credit of graduate
tuition each semester. Candidates must finish Educ 573 within three years of the student teaching semester.

4. **Complete Master’s Graduation Application.** The candidate will work with the EWG Academic Advisor to complete a graduation application. The application will be reviewed by the Director of Graduate Education Programs. After this review, the application will be submitted to the Registrar’s Office. The Registrar’s office will evaluate the application for Master’s graduation and confer the degree if all requirements are successfully completed.