

University of Wyoming
COLLEGE OF EDUCATION
Wyoming Teacher Education Program
FALL 2011/SPRING 2012

Undergraduate

Phase III Application: *Music Education*

Received by OTE:

DO NOT WRITE IN THIS BOX!

Last Name _____ First Name _____ Middle/Maiden _____

W# _____ E-mail _____ Contact Number _____

Major:

Education Major (click & choose one from the list) _____

Concurrent Major/Area of Focus (click & choose one from the list) _____

Notifications regarding your application status and Residency information will be sent to your current address as found in WyoWeb and to your UWYO.EDU e-mail ONLY!

Please be sure your address is current and you regularly check your UW e-mail.

INSTRUCTIONS:

- _____ Applications **must** be computer printed and **single-sided** (*double sided applications will not be accepted*).
- _____ Submit all application materials to the Office of Teacher Education, McWhinnie Hall room 100.
- _____ Deadline: Friday, December 3, 2010, 5:00 p.m.

APPLICATION MATERIALS:

(available at <http://www.uwyo.edu/ted> - EXCEPT for transcripts and the Wyoming Substitute Teaching Permit)

- _____ Application (pages i-iii)
- _____ Teaching Profile (pages 1-4)
- _____ Misdemeanor/Felony Addendum (page 5)
- _____ Explanation of conviction(s) if applicable
- _____ Authorization to Release Information (page 6)
- _____ Agreement Form (pages 7-8)
- _____ Valid State of Wyoming Substitute Teaching Certificate (**front & back on a single sheet of paper**)
- _____ Transcripts (originals or photocopies of official transcripts) from *all* institutions attended *including UW*. Transcripts faxed to the Office of Teacher Education will not be accepted.

NOTE: If you are currently enrolled in courses at one or more colleges or universities, have transcripts sent to the UW Office of Admissions immediately after grades are posted for those courses. If you continue to take courses at another college or university, have your transcripts sent *at the end of each semester* to the UW Office of Admissions **AND BRING A PHOTOCOPY OF YOUR OFFICIAL TRANSCRIPTS TO THE OFFICE OF TEACHER EDUCATION.**

**Incomplete applications will be denied admission to Phase III.
Late, faxed, double-sided, or handwritten applications will not be accepted.**

**SUBMISSION DEADLINE:
5:00 P.M. FRIDAY, DECEMBER 3, 2010**

PHASE III PLACEMENT GUIDELINES

Your Residency placement will provide you with the best possible academic experiences as you pursue a teaching career. Our goal is to provide you with a quality classroom experience, in which you will have the opportunity to learn from a master teacher, to try out your own teaching style, and to have professional supervision throughout this process. Your placement will be determined by the UW faculty and school district personnel and the availability of quality mentor teachers in the Partner School districts. The Office of Teacher Education provides logistical support for the placement process but has no part in the determination of your Residency placement.

The following are guidelines for Phase III placement:

1. Phase III placements will be concentrated in the following Partner School districts: **Albany #1 (Laramie); Natrona #1 (Casper) and Laramie #1 (Cheyenne)** with the exception of Music Education*. Every effort will be made to concentrate Phase III placements in these Partner School sites. Under extraordinary circumstances, placements outside these school districts will be considered at the discretion of the Department Head and the Director of Teacher Education.
2. All field experiences associated with Phase IIIa/b will occur in your assigned residency placement district. Methods field requirements will vary dependent upon major content area. You will complete MUSC 4260 (Methods) in the fall semester and EDSE 4500 (Residency) in the spring semester.
3. You will not be placed in the same building you attended as a student; in a building where your children are enrolled; in a building where your spouse or other relative is employed; in a building where a relative is attending school; with a cooperating teacher who is a relative. Phase III students will not be placed in a parochial school (United States Court of Appeals, Eighth Circuit 1986, Stark and Sentz, Appellees v. St. Cloud State University Appellant).
4. The Placement Preference Statement is your opportunity to present a detailed rationale for a Phase III placement in a specific Wyoming Partner School District. The statement will be reviewed by College of Education faculty and administration. Submission of a statement *does not guarantee* placement in your preferred school district. Financial hardship will not be considered as an extraordinary circumstance in a *any* placement decision.

* Music Education: Placements are limited to districts that have Music programs. Please discuss placements with Dr. David Brinkman, Fine Arts Center, room 258 or 307-766-5242. Dr. Brinkman must approve the districts listed below prior to submission of your application or your application will be incomplete.

School District (please list by request)	Approval (Dr. Brinkman's initials)

Final placements are determined by the school district in collaboration with the UW Music Department.

Name _____
(Last, First)

W # _____

PLACEMENT PREFERENCE STATEMENT

Must be completed by all music education candidates.

In the space provided, write a detailed rationale for being considered for a Phase III placement in a specific partner school district. Please rank order the three partner districts. We do not guarantee a placement in a specific partner district.

If you have extenuating circumstances which require a specific placement location, you need to provide documentation including, but not limited to: letters from a physician (in the case of medical hardship); a commanding officer (in the case of military deployment); proof of home ownership, etc., along with your rationale statement.

Check this box, sign and date below, if you DO NOT have a specific Residency placement preference.

Signature _____

Date _____

Signature: _____

Current Date _____

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Teaching Profile

*The following information will be reviewed
by UW faculty and school district
personnel.*

The purpose of the Teaching Profile is to provide additional information to school districts and College of Education Faculty in order to guide the placement process.

Full Name _____

Current Local Address _____

City, State, ZIP _____

Local Phone Number _____ Cell Phone Number _____

Emergency Address _____

City, State, ZIP _____

Emergency Phone Number _____ UW E-mail _____

Teaching Area (choose one of the following)

Band Choir Orchestra

PLEASE ANSWER THE FOLLOWING :

Did you attend a Wyoming high school? _____

If yes, name of town(s) _____

If yes, name of school(s) _____

Do you have relative(s) employed by or attending school(s) in a Wyoming school district? _____

If yes, name of town(s) _____

If yes, name of school(s) _____

Name _____
(Last, First)

W # _____

Statements of more than 100 words will neither be accepted nor reviewed by the Partner School team. In a Microsoft Word document you may check the number of words in the statement by highlighting the text; on the Tools menu click 'Word Count'. The Computer will provide you with the number of words in your highlighted statement.

*The following information will be reviewed
by UW faculty and school district
personnel.*

In a paragraph of 100 words or less tell us why you have chosen education and your specific content area as a professional field of study.

In a paragraph of 100 words or less describe your ideal secondary school and classroom. This is not an opportunity to advocate for a particular placement, but to let us know what type of classroom setting you are seeking.

In a paragraph of 100 words or less describe the professional characteristics of an ideal mentor teacher.

Name _____
(Last, First)

W # _____

PHASE III PREREQUISITES cont.

*The following information will be reviewed
by UW faculty and school district
personnel.*

Summer 2011

Department & Course #	Course Title	Institution	Grade

Fall 2011

Department & Course #	Course Title	Institution	Grade

Spring 2012

Department & Course #	Course Title	Institution	Grade

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Misdemeanor/Felony Addendum

*The following information will be reviewed
by UW faculty and school district
personnel.*

You must check ONE: I have I have NOT **been convicted of a felony or misdemeanor other than a minor traffic offense.**

*If I am **convicted** of a felony or misdemeanor other than minor traffic offenses **AFTER** signing this form, I will immediately report the offense to the College of Education, Office of Teacher Education, McWhinnie Hall, room 100.*

Applicant Name _____

Current Local Address _____

City, State, ZIP _____

Local Phone _____ Cell Phone _____

UW E-mail address _____

Signature of Applicant _____ Date _____

By my signature I indicate that ALL information regarding misdemeanors and/or felonies is true and accurate.

NOTE: Affirmative responses of a felony or a misdemeanor conviction(s) **must** be fully explained in a separate signed statement.

Indicate:

- Date(s) of offense(s)
- Nature of offense(s), including official title of charge/offense
- Court actions(s)
- Outcome(s)
- Personal assessment [what you learned from your experience(s)]

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Authorization to Release Information

*The following information will be kept on
file in the Office of Teacher Education.*

I, _____

do hereby authorize a review of and full disclosure of all records, or any part thereof concerning myself, to the University of Wyoming and its authorized employees and agents.

I agree to complete and sign any additional releases or other forms necessary for further background check as determined by the College of Education.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions and records of convictions for the violations of law, alleged or actual violations of law.

I understand that any information obtained through a background investigation will be considered in determining my suitability for placement in Phase IIIa/b courses. I understand that all materials pertaining to this background investigation become the property of the College of Education and will not be returned to me.

I agree to indemnify and hold harmless the University of Wyoming agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this. I further understand that in the event my application for Phase IIIa/b is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release will be valid as an original hereof, even though the photocopy does not contain an original of my signature.

Please Sign:

Signature _____

Date of Birth _____

SSN (**REQUIRED**) _____

Current Local Address _____

City, State, ZIP _____

Name
(Last, First) _____

W # _____

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Agreement

*The following information will be kept on
file in the Office of Teacher Education.*

Please **INITIAL** each statement **USING INK** on this form to indicate that you have read and understand the statement.

_____ I understand that it is my responsibility to submit the Phase IIIa/b application by the published deadline date. Late applications shall not be accepted.

_____ I understand that I must submit the Misdemeanor/Felony Addendum indicating whether I have been convicted of a misdemeanor(s) and/or felony/felonies. An affirmative response requires a separate signed and dated statement.

_____ *If I am **convicted** of a felony or misdemeanor other than minor traffic offenses **AFTER** signing this form, I will immediately report the offense to the College of Education, Office of Teacher Education, McWhinnie Hall, room 100.*

_____ I understand that submission of the Placement Preference Statement **does not guarantee** placement in my preferred school district and that financial hardship will not be considered as an extraordinary circumstance in *any* placement decision.

_____ I understand that all field placements are made by participating partnership school districts. I will not pursue my own placement. I will neither request nor encourage a third party to intercede on my behalf to secure a field placement. I understand that if I do, my field placement will be jeopardized.

_____ I understand that my Phase III placement will not be made in the same building I attended as a student; in a building where my children are enrolled; in a building where my spouse or other relative is employed; in a building where a relative is attending school; with a cooperating teacher who is a relative. Phase III students will not be placed in a parochial school (United States Court of Appeals, Eighth Circuit, 1986, Stark and Sentz, Appellees v. St. Cloud State University, Appellant.)

_____ I understand that I must have met **all** prerequisites (according to my major) for Phase III prior to beginning the Phase IIIa semester.

_____ I understand the prerequisite grade point average requirements for entry into Phase IIIa/b and that I must meet and maintain a **minimum UW Total Institution grade point average of 2.75** for admission to Phase IIIa/b as well as **minimum major content grade point average of 2.50** for admission to Phase IIIb of the Wyoming Teacher Education Program.

_____ I understand that if I enroll in courses at a college or a university other than UW, I will have the official transcript(s) sent to the UW Office of Admissions **immediately** after grades for the course(s) have been posted. I WILL ALSO PROVIDE THE OFFICE OF TEACHER EDUCATION WITH A PHOTOCOPY OF THE OFFICIAL TRANSCRIPT (S) FOR MY PHASE III FILE. *I WILL NOT FAX ANY TRANSCRIPTS.*

_____ I understand that I am responsible for securing living accommodations in the community in which I am placed for Phase III.

_____ I certify that I am capable of, and will be available for, any allied activities that may be assigned in the course of my Phase III experience.

Name _____
(Last, First)

W # _____

_____ I understand that taking additional coursework during the Methods semester and employment during Residency is strongly discouraged.

_____ I understand that the contact information available from the UW Office of the Registrar will be used by the Office of Teacher Education for all purposes of contacting me.

_____ I understand that it is my responsibility to submit a signed and dated statement to the Office of Teacher Education if I decide to withdraw from Phase IIIa/b for any reason.

_____ I understand that the Phase IIIa/b application and all supporting documents become the property of the University of Wyoming College of Education and will be shared with the appropriate personnel in the school district(s) providing WTEP placements. This and other relevant information from my student records may be released to designated UW personnel and appropriate school district personnel when deemed necessary and appropriate by the Director of Teacher Education.

I understand that the following circumstances are not petitionable:

- 1) Grade Point Average requirements after the end of the summer term prior to the start of the fall 2011 semester.
- 2) Phase III applications submitted after the set deadline.

_____ I understand that a low GPA and/or misdemeanor/felony conviction may delay my placement notification.

_____ I understand that the department will use every opportunity to find a residency placement, but that final placement decisions are made by the individual school districts.

By my signature I indicate that I have read, understand, and agree to abide by the above statements.

Student Signature _____

Current Date _____

Student Printed Name _____