

Professional Program Application

COVER SHEET

Directions:

After completing all required application components, including providing a copy of passing Praxis Core scores or an exemptible SAT/ACT score, SLED check documentation, TB test results, and National Sex Offender Registry “no records found” documentation, please place your completed application packet in a provided envelope in the labeled, locked drop-box located outside HEC 3003.

TO BE COMPLETED BY STUDENT BEFORE SUBMISSION:

Last Name

First Name

VIP ID

Advisor’s Last Name

By signing below, I attest that I meet each criterion for admission as outlined in the full application, that I understand that this information must be submitted by June 1 for fall admission and November 15 for spring admission to be eligible to take 400+ level education courses, and that ALL required components to this application are attached and ready to be processed.

Candidate Signature

Date

The following two sections on this page only are to be completed by the SoE after application submission.

TO BE COMPLETED BY THE SoE ADMINISTRATIVE OFFICE:

- ___ Praxis Core scores have been verified by database or copy and meet the SCDE required score range.
- ___ If admitted to USC Upstate prior to the Fall of 2014, a cumulative GPA of 2.5 is required.
- ___ If admitted to USC Upstate in the Fall of 2014 or the Spring of 2015, a cumulative GPA of 2.6 is required.
- ___ If admitted to USC Upstate in the Fall of 2015 or thereafter, a cumulative GPA of 2.75 is required.

Administrative Office Verification Signature

Date

TO BE COMPLETED BY THE CANDIDATE’S ADVISOR: Based on a review of the candidate's full application, I certify that this candidate meets the following criteria to be fully admitted into the SoE Professional Program:

<input type="checkbox"/> Has completed 60 semester hours at time of application or semester of application	<input type="checkbox"/> Has passing scores on the Praxis Core or exemptible score on SAT/ACT
<input type="checkbox"/> Has completed prerequisites for MATH 120 or 121 depending on major	<input type="checkbox"/> Has provided a “cleared” TB test from Health Services
<input type="checkbox"/> Has a “C” or better in ENGL 101, 102 & SPCH 201	<input type="checkbox"/> Has provided a current copy of his/her SLED check
<input type="checkbox"/> Has a “P” (pass) in EDFO 200	<input type="checkbox"/> Has provided “no records found” National Sex Offender Registry documentation
<input type="checkbox"/> Has two favorable faculty recommendations	

Candidate’s Advisor Verification Signature

Date _____

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Courses in Education at the 400-level may not be taken until admission into the Education Professional Program at USC Upstate has been granted.

- **Candidate Self-Assessment Checklist of Requirements for Admission to the Education Professional Program:**

As the candidate applicant, I attest that I have:

- ☐ A completed and signed application to the School of Education.
- ☐ Submitted my completed application by **June 1 for Fall admission; November 15 for Spring admission.**
- ☐ Completed English 101, 102, and Speech 201 with a grade of C or better.
- ☐ One completed recommendation form from a faculty member of the School of Education and one from a faculty member of general education (use the School of Education Recommendation Forms provided in this document).
- ☐ Passing scores on all three parts of the Praxis Core, Pre-Professional Skills Test or an exemptible score on the SAT or ACT and have provided appropriate documentation.
- ☐ Successfully completed the prerequisites for MATH 120 or MATH 121 depending on my major.
- ☐ Completed the [SLED Criminal Background clearance](#) and provided appropriate documentation.
- ☐ Confirmation of “no records found” from [the National Sex Offender Registry](#) and have provided appropriate documentation.
- ☐ Completed a TB test through Health Services and have documentation.
- ☐ Signature confirmation of agreement to abide by the *Teacher Education Standards for Conduct and Dispositions in a Professional Setting*.
- ☐ Successfully completed EDFO 200.

- **Information Regarding Professional Program Admission**

- a. Candidates denied admission to the program may appeal the decision to the School of Education Appeals Committee. The candidate will be informed in writing of the status of the appeal within one month after committee action occurs. Candidates must maintain the standards as outlined above including a GPA of 2.6 to remain in the Professional Program. Students who are dropped from the Professional Program cannot take 400-level education courses until they reapply and are readmitted.
- b. Transfer and certification only candidates must complete a minimum of 12 semester hours with a GPA of at least 2.6 before they can be admitted to the Education Professional Program. They may, however, be given special permission to register for some 400-level education courses pending final acceptance into the Education Professional Program.

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CANDIDATE INFORMATION:

Last Name: _____ First Name: _____ VIPID: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Cell #: _____

Birthdate: _____ USC Upstate Email: _____

Campus Affiliation (where your advisor is located): ☐ Spartanburg ☐ Greenville ☐ Sumter

In Case of Emergency Notify: _____ Relationship: _____

Emergency Address: _____

Certification area:

- ☐ Early Childhood ☐ Elementary ☐ Secondary - list content area: _____
- ☐ Physical Education ☐ Special Education ☐ Middle Level - list areas: 1. _____ 2. _____
- ☐ Art Education

Advisor's Last Name: _____

Credit Hours Completed/Accepted to Date: _____ Current GPA: _____

List Grades in the Following Required Courses:

ENGL 101: _____ ENGL 102: _____ SPCH 201: _____ EDFO 200: _____

Praxis Core Scores (please attach documentation to your application):

Reading: _____ Writing: _____ Mathematics: _____

Exemptible Score on SAT: _____ or ACT: _____ (if applicable)

I certify that the above information is true and accurate to the best of my knowledge.

Candidate Signature

Date

Professional Program Application

USC Upstate School of Education Recommendation Form

PART I: To Be completed by the Candidate (print or type). When completed, please present this form to the instructor you have selected to serve as one of your two required faculty recommendations.

Candidate's Name: _____ VIP ID: _____

Street Address: _____ USC Upstate Email: _____

City: _____ State: _____ Zip Code: _____

Major: _____ Advisor's Last Name: _____

PART II. To Be Completed by the Professor. When completed, please return to the candidate.

Please rate the student on the following by circling the appropriate responses:

	Excellent		Average		Needs Improvement	Not Observed
Class Attendance	1	2	3	4	5	6
Written Expression	1	2	3	4	5	6
Oral Expression	1	2	3	4	5	6
Academic Performance	1	2	3	4	5	6
Human Relations Skills	1	2	3	4	5	6

This recommendation is based on the student's performance in the following classes and/or activities:

Comments: _____

I believe this candidate has the potential to become an effective teacher and recommend admission to the Education Professional Program.

Name: _____ School/Division: _____

Signature: _____ Date: _____

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USC Upstate School of Education Recommendation Form

PART I: To Be completed by the Candidate (print or type). When completed, please present this form to the instructor you have selected to serve as one of your two required faculty recommendations.

Candidate's Name: _____ VIP ID: _____

Street Address: _____ USC Upstate Email: _____

City: _____ State: _____ Zip Code: _____

Major: _____ Advisor's Last Name: _____

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Academic Performance	1	2	3	4	5	6
Human Relations Skills	1	2	3	4	5	6

This recommendation is based on the candidate's performance in the following classes and/or activities:

Comments: _____

I believe this candidate has the potential to become an effective teacher and recommend admission to the Education Professional Program.

Name: _____ School/Division: _____

Signature: _____ Date: _____

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Teacher Education Standards for Conduct and Dispositions in a Professional Setting

The USC Upstate Teacher Education program prepares individuals for admittance into the professional field of education. This field is a profession, and as such, has certain standards of conduct expected of its members. It is our responsibility as you prepare for a career in teaching to ensure that you are of good character and are dedicated to the best interests of the students you serve. The USC Upstate School of Education expects that you will agree to uphold the Teacher Education Standards listed here. Your signature indicates your agreement to act in accordance with these standards. Additionally, at each submission of your portfolio (initial, pre-student teaching and exit), you will be asked to complete a self-assessment regarding your continued compliance with these standards.

Professional Responsibilities:

- The teacher candidate shows sensitivity to all students and is committed to teaching all students.
- The teacher candidate demonstrates fairness to all students.
- The teacher candidate is committed to and believes that all students can learn.
- The teacher candidate recognizes and respects diversities that exist in the classroom and plans accordingly.
- The teacher candidate creates and maintains a safe physical and emotional learning environment.
- The teacher candidate shows ability to speak and write with clarity and fluency.
- The teacher candidate uses Standard English in writing and speaking.
- The teacher candidate works collaboratively with others, e.g., students, teachers, parents, administrators and peers.
- The teacher candidate establishes positive rapport and appropriate relationships.
- The teacher candidate is able to express attitudes and feelings in a professional manner.
- The teacher candidate is willing to accept responsibility for his/her own actions.
- The teacher candidate is flexible and adaptable.
- The teacher candidate exhibits dress and grooming appropriate for the setting.
- The teacher candidate exhibits professional respect in the USC Upstate classroom and in field experiences.
- The teacher candidate demonstrates initiative in the classroom.
- The teacher candidate is confident, poised, and courteous.
- The teacher candidate demonstrates enthusiasm.
- The teacher candidate accepts constructive criticism.
- The teacher candidate demonstrates and supports academic integrity as specified in the guidelines stipulated in the USC Upstate Undergraduate Catalog.
- The teacher candidate respects the privacy of students and confidentiality of information.

This document establishes standards of conduct for candidates in the Education Professional Program, and identifies a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these Standards. Each candidate in the Education Professional Program is bound by the provisions of these Standards and is presumed to be familiar with all of them.

Candidates should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity whether covered in the Standards for Conduct and Dispositions or not.

The candidate shall recognize that faculty members have the prerogative and responsibility to set behavioral standards for class or field assignments as well as academic standards. As a community of learners, certain behaviors are expected and faculty members have the authority to establish those expectations. If these standards are not met, then faculty members have the authority to submit a grievance to the School of Education Candidate Progress Review Committee. The findings of the committee may result in sanctions and/or dismissal from the program.

Candidate Signature: _____

Date: _____

Professional Program Application

**Agreement of Understanding
Personal Affirmation and Attestation**

The following questions are part of the certification application package filed upon completion of your program. Many school systems also require responses to these questions prior to beginning any field experience in its schools.

Answer each question with “yes” or “no”. A “yes” answer may require further documentation before field placements can be confirmed.

1. Have you ever resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?

Yes _____ No _____

2. Have you ever been arrested, convicted, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense (including DUI) other than minor traffic violations, or are there any criminal charges now pending against you? Failure to answer this question accurately could cause denial of admission to the Professional Program. A “yes” or “no” answer is required. If you check “yes,” you must provide written explanation for each charge. Please attach a separate sheet if you need more space. Any record that has NOT BEEN SEALED or EXPUNGED by a WRITTEN COURT ORDER must be reported in this section.

Yes _____ No _____

3. Have you ever surrendered a teaching certificate / credential / license / permit or had one denied, revoked, or suspended, or is any investigation or adverse action now pending against you?

Yes _____ No _____

To be completed by the applicant and reviewed by the dean or his/her designee

I understand that in order to remain in the Education Professional Program, I must maintain the School of Education Admissions Standards in all of the above criteria. I am required to inform my academic advisor of any changes in my status.

Candidate Name (please print) _____ VIP ID: _____

Candidate Signature _____ Date _____